

## **Executive Director of the Hershey Symphony Orchestra Job Description**

The Hershey Symphony is an orchestra of accomplished musicians, voluntarily giving of their time and talents for the purpose of creating a cultural experience both for community / personal enrichment and enjoyment. The executive director role will provide administrative leadership for the Hershey Symphony, by generating and implementing ideas to promote the financial health of the organization and providing operations support at all concerts and pre-season preparations.

**Reports to : President and the Hershey Symphony Board of Directors**

### **Job Responsibilities:**

#### **Community/Development**

Maintain relationships with Hershey Symphony Foundation, attend their meetings

Community outreach with other organizations

Find and contract local college / high school choruses to join us for choral concerts

#### **Artistic**

Artistic Coordination in partnership with conductors

POPS programming

Assist with Young Artist Competition when needed

Assist with Festival Strings when needed

#### **Marketing / PR / Fundraising**

Raise money for symphony through sale of ads and sponsorships

Maintain relationships with business supporters to encourage ongoing and increased giving, along with ticket allocation to sponsors

Manage ads and sponsorship in program in conjunction with Marketing/PR Director

Manage PR by sending out press releases prior to concerts and season

Assist in fundraising activities (gala, etc)

Identify and apply for grant opportunities

## **Operations**

Implement the directives and policies of the Board and fulfill all responsibilities within the budgetary constraints of the orchestra

## **Financial**

Create annual budget to present to Board

## **Managerial / Production**

Attend all board meetings providing regular reports

Supervise and coordinate activities of the marketing/PR director, customer service director, personnel manager and librarian.

Credit Card contracting

Insurance Contracts

Licensing Contracts

Manage phone system

Coordinate seasons dates around personnel / holidays / theatre

Theatre Contracts

Stage management (IATSE union coordination)

Sound system and lighting technical contracts

Negotiate and finalize contracts for visiting guests.

Transport guest soloists (airport, hotels, food, etc)

Catering and dressing room riders for visiting guests – with Board volunteer(s)

Manage lodging requests for visiting guests

Rehearsal space coordination

Support Music director/personnel manager to find subs as needed

Coordinate lobby table staffing and make sure they have what they need (Board volunteers for staffing)

Summer Run-off Concerts Scheduling

## **Qualifications:**

Bachelors degree

Excellent communications and managerial skills

Knowledge of fundraising strategies and donor relations in the nonprofit sector

Ability to supervise, motivate and lead a team of reports

Experience in related activities, preferably in nonprofit organizations

Competency in marketing, financial development, public relations, community outreach, project management and evaluation

Ability to manage multiple projects, follow-through and meet deadlines

Ability to work flexible and changing schedules, including evenings and weekends and all scheduled concerts

Ability to work collaboratively with colleagues in a team environment

Ability to work under time constraints

Hours requirement:

Estimate an average of 5 hours per week, highly variable

Compensation: \$20,000 annually