

# Beloit Janesville Symphony Orchestra

## Executive Director Position Description

(Modified February 25, 2021)

**Narrative:** The BJSO has and continues to function with a part-time Executive Director serving as the chief administrative officer for the symphony.

**I. POSITION:** The selected candidate will be an “at will” employee or an independent contractor, depending upon the relationship, appointed by and reporting to the Board of Directors. The position directly reports to the President, who provides oversight on a regular basis. The Executive Director (ED) will have day-to-day operational responsibility for supervising staff; assisting the Music Director with program development and presentation; planning, coordinating, and participating in fundraising and sponsorship activities; and providing general administrative oversight for all BJSO operations.

### **II. GENERAL RESPONSIBILITIES:**

#### **A. CONCERT PRODUCTION:**

- Assist the Music Director in preparing for concerts, e.g., contracting musicians
- Securing technical support and set-up for concerts and other programs
- Securing venues and rehearsal space

#### **B. OFFICE MANAGER:**

- Organize office to facilitate day-to-day administrative operations of BJSO
- Supervise staff and consultants employed by BJSO

#### **C. PROMOTION:**

- Prepare and send out Press Releases and social media announcements regarding our Season, individual performances, and special events

#### **D. COMMUNITY LIAISON AND FUNDRAISING:**

- Networking in the Beloit and Janesville communities with key influencers who can help further BJSO’s mission/vision
- Build a volunteer base to fill sub-committees, e.g. fundraising, recruitment/ engagement, etc.
- Coordinating with Resource Development Committee and full Board to develop fundraising and sponsorships sufficient to fund BJSO operations

#### **E. BUDGET:**

- Work with the Executive Committee to develop annual budget prior to annual meeting and continue to monitor the budget to ensure fiscal accountability and integrity.

#### **F. SUPPORT BOARD OPERATIONS**

- Attends all Board and Executive Committee meetings unless excused, and provides timely updates and information, prepares policy recommendations and staffs board committees.
- Provides regular written reports to the Board on current activities and policy considerations.

**G. OTHER DUTIES AS ASSIGNED**

- Other duties related to administration, event production and fundraising as may be assigned from time to time by the President or Board.

**III. DESIRED SKILLS AND TRAITS:** The successful candidate or selected contractor for this position will have a combination of qualifications and skill sets typically associated with an Executive Director position in an arts-focused, not-for-profit corporation. Those include but are not necessarily limited to:

- Attainment of a baccalaureate degree in a relevant academic field is preferred but may be offset by appropriate work experience.
- A passion for and/or strong interest in the arts, particularly symphonic music is required.
- A self-motivated individual capable of setting work priorities and multi-tasking with minimal daily supervision.
- Demonstrated skills and appropriate work experience preferably in the not-for-profit sector, including administrative management, live performance production and fundraising are essential.
- Demonstrated communications skills and experience in working with a diverse Board of Directors and community stakeholders in a collegial and professional manner.