

Larry N. Arft, President

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**Notice of Vacancy and recruitment
for the position of
Executive Director**

The Beloit Janesville Symphony Orchestra (BJSO) has a vacancy and is recruiting for a replacement to fill the position of Executive Director for the Symphony. This is a part-time “at will” position with an anticipated average weekly work schedule of 25 hours. The successful candidate will serve as chief operating officer for the not-for-profit corporation, which provides live symphonic music and conducts related programming for the greater Rock County area.

The successful candidate will have qualifications demonstrating an appropriate combination of education and experience in a not-for-profit corporation or similar entity with a focus on the performing arts, particularly live symphonic music. Experience in administration, live performance production and fundraising are essential elements of the position. The candidate must be a self-motivated individual capable of making management decisions and programming work priorities with minimal supervision. The successful candidate will also have demonstrated communications skills and experience in working with a diverse board of directors and community stakeholders in a collegial and professional manner.

Duties will include providing administrative oversight for the corporation, assisting the Music Director with the planning and production of live musical performances, and designing and coordinating fundraising and sponsorship activities on behalf of the symphony. The position also coordinates community outreach including social media and provides general office and financial management including assisting in the preparation of the annual budget. A contracted accounting firm provides accounting and payroll services for the organization.

Work Hours are flexible except when performance or meeting schedules create deadlines. The Executive Director will have the opportunity to work in a local office or remotely. Work will also be required at performance venues.

The symphony anticipates a traditional employment relationship but is open to hiring an individual or small firm to provide Executive Director services on a contract basis, if appropriate. Salary will be commensurate with experience but is currently \$20 per hour. No benefits are provided.

Résumés should be sent to Larry Arft via email at exec@beloitjanesvillesymphony.org. The position will remain open until filled, but preference will be given to candidates who apply by 5:00 pm on March 26, 2021.