



Executive Director Position Description

Reports to: MYSO Board

Annual stipend of \$16,000 for the 2021-2022 season, paid in equal monthly installments.

Part-time: Approximately 10-15 hours per week.

Start Date: July 1, 2021

Summary: The Executive Director manages all human, financial and operational resources to achieve the Metropolitan Youth Symphony Orchestras of Atlanta's mission. To that end, the Executive Director is accountable for the entire organization and for implementing policies set by the Board of Directors. As the public face of the organization, the Executive Director is responsible for presenting a positive image to young musicians, parents, donors, and members of the community regarding programs and the youth orchestra's role in music education. The multi-faceted responsibilities call for leadership skills, recruitment ability, development and fundraising outreach, public relations and strong communications skills, arts management experience, an ability to collaborate with artistic and administrative staff, board and community members, the ability to develop and implement budgets, and strong organizational abilities.

MYSO's Executive Director has primary responsibility for:

(1) Development

- Provide leadership and vision to fulfill MYSO's mission and achieve its goals for artistic excellence, financial stability, audience growth, community engagement, and education.
- Strengthen MYSO's reputation in the community by serving as its spokesperson and actively seeking opportunities for collaboration and partnerships with other organizations.
- Work with Board, Artistic Director, independent contractors, and volunteers to design and oversee fundraising, including corporate and foundation giving, major gift solicitation, state and local government grants and stewardship of donors.
- Attend all Board meetings and report on areas of responsibility.
- Serve as the resource person and liaison to the Board and its committees.

- Work with the Board and Artistic Director on long-range planning.
- Coordinate fundraising activities, including corporate sponsorships, grants, scholarships for musicians, etc.
- Work with administrative contractors to ensure that contributions and other support are acknowledged as required by law; work with bookkeeper to maintain records of financial contributions and other substantial support.
- Work with the Artistic Director to ensure the availability of the necessary financial resources to support the artistic programs.

(2) Public Relations and Communications

- Oversee the design and execution of effective strategies to promote MYSO through its website, social media, press releases, and other communications with current and potential audience members, corporate supporters, public and private foundations, and individual donors.
- Oversee the development and production of all MYSO promotional materials, including brochures, audition announcements and forms, acceptance and rejection communications, concert tickets, merchandise order forms, programs, membership materials (handbook and registration package), job descriptions, work with webmaster for updates to the website, etc.
- Promptly respond to questions received by email or phone calls from the Board, Artistic Director, Conductors, parents, musicians, outside vendors, etc.
- Ensure that administrative staff collect and distribute mail received at P.O. Box
- Coordinate and lead staff, committee and parent meetings. Responsibilities include agenda setting, communicating meeting information, leading the meetings and summarizing notes and actions from these meetings.

(3) Finance

- Work with Treasurer to develop annual and project-specific budgets
- Responsible for MYSO's financial management within budget, to obtain Board approval of increased-expense variances and notify the Board of decreased-income variances
- Oversee collection and tracking of membership fees, refunds, bill payments, etc. with assistance from administrative contractors, bookkeeper.
- Coordinate payments and budget tracking with bookkeeper and Treasurer, and assist as needed with financial reporting and annual 990 information returns.
- Ensure that all licenses and permits, including annual corporate renewals and BMI/ASCAP performance licenses, are timely obtained

(4) Maintenance of key MYSO records

- Work with bookkeeper to ensure maintenance of accurate records of financial contributions and other substantial support.
- Work with administrative contractors to maintain musical instrument and

music library and inventories.

- Maintain adequate insurance coverage and manage annual renewals.
- Coordinate annual background checks of all contractors and maintain records for same

(5) Management Oversight of MYSO contractors as to administrative, library, and logistics functions

- Meet with artistic and administrative contractors to plan and execute the season.
- Oversee arrangements for auditions, including scheduling, mailing recruitment brochures, securing judges, physical/ virtual arrangements, collection of fees and required documents (and recordkeeping for same).
- Oversee arrangements for performances including facilities, publicity, programs, staging, lighting, and audio; coordinating volunteer resources (parent, board, or community) to assist as necessary.
- Oversee preparation of the annual schedule of rehearsals, performances, and special activities.
- Ensure maintenance of current, accurate membership rosters for Artistic Director, Conductors, and concert programs.
- Ensure that administrative contractors set up rehearsal space, concert venues, equipment, and any other requirements, including coordination with any professionals at the venues.
- Oversee administrative contractors as to weekly communications with members, via announcements at rehearsal and weekly emails. Ensure that administrative contractors are available during rehearsals to answer any questions.
- Oversee logistics by ensuring that administrative contractors arrange for transportation of all MYSO-owned musical instruments and other equipment or supplies to and from any off-site venue.

(6) General oversight of all MYSO activities (in conjunction with the Artistic Director and with the assistance of Administrative Contractors and Board)

- Oversee the human and financial resources of MYSO, including all aspects of operations, personnel management, contract negotiations, concert production, financial management, and other administrative matters (including maintenance of records in accordance with Federal and State law and MYSO by-laws).
- Keep abreast of activities and developments in the youth symphony field and advise the Board on such matters as many be helpful to promote MYSO's objectives.
- Communicate with the Board on significant matters and creative ideas for improvement to promote the efficient operation of MYSO and the delivery of MYSO's services.
- Help secure and train volunteers including, without limitation: Program Coordinator, Librarians, Dean of Students, Ad Sales, and Trip Coordinator, as needed
- Ensure compliance with rules and procedures set by the MYSO Handbook, MYSO Board and any venues.
- Promote MYSO's best interests in a positive and enthusiastic manner.

Knowledge, Skills and Abilities:

- Strong organizational, critical thinking and creative skills
- Strong written, verbal and communication skills
- High aptitude for learning and ability to work with technology and people
- Proficiency in MS Word, Excel, Quick Books, Google Documents, use of the internet
- Flexibility and the ability to multi-task
- Creativity and problem solving skills
- High energy and attention to detail
- Proven leadership ability and measurable experience in fundraising, public relations, marketing, audience development and increasing earned revenue
- Excellent financial management and budgeting skills for non-profit organizations, along with knowledge of the particular reporting requirements for these organizations
- A passion for classical music and for promoting music education, as well as the ability to speak and write persuasively about the importance of orchestral music in the community
- Strong interpersonal skills and the ability to effectively motivate the Board, contractors, and volunteers to achieve the orchestras' mission
- A management approach that emphasizes consensus building and the importance of teamwork
- A reputation for integrity, high energy, strong interpersonal skills and a strong work ethic

Education:

- Minimum of a Bachelor's Degree in Music, Fine Arts or a related area.

Preferred Work Experience:

- Minimum two years of experience in an upper management position with a non-profit performing arts organization
- Grant writing experience