



EXECUTIVE DIRECTOR

ORGANIZATION:

Palm Springs Friends of Philharmonic will celebrate its 50th anniversary in the 2024 season. Founded in 1973, the PS Phil is one of the oldest arts organizations in the Coachella Valley and is one of the premiere presenters of touring orchestras in the United States. Each season, PS Phil brings five to six different orchestras to the 1,127 seat McCallum Theatre in Palm Desert, CA. Orchestras on the 2024 season include the Los Angeles Philharmonic, San Diego Symphony, Pacific Symphony, Royal Philharmonic Orchestra, Atlanta Symphony Orchestra and San Francisco Symphony.

In addition to the concert season, PS Phil offers a robust music education program. Each summer, scholarships are awarded to local Coachella Valley middle and high school students so they may attend summer music camps, free tickets are provided to local students so they may attend the orchestra series, and a limited number of college scholarships are provided to local youth who decide to pursue music in college. The PS Phil also facilitates an instrument donation program. Finally, the PS Phil provides grants to other similar arts organizations who provide classical instrumental music education. Palm Springs Friends of Philharmonic is a 501(c)(3) not for profit organization.

www.PSPhil.org

COMMUNITY:

The Coachella Valley is a Southern California desert region encompassing a total of 9 cities. The 9 cities of the Coachella Valley (Palm Springs, Palm Desert, Desert Hot Springs, Cathedral City, Rancho Mirage, Indian Wells, Indio, La Quinta and the City of Coachella) are only a 2-hour drive from Los Angeles and San Diego making it the perfect location for a second home for many coastal residents. As a major resort and vacation destination located within the county of Riverside, the Coachella Valley is world renowned for its beauty and weather, which draw a seasonal part-time influx of over 100,000 people and over 3.5 million annual tourists to hundreds of annual events and conventions. There are also many [55+ communities](#) in the Coachella Valley with a rich culture catering to these communities.

The Coachella Valley offers a vibrant cultural scene anchored by the McCallum Theatre located in Palm Desert, CA. Additionally, the new 11,000 seat Acrisure Arena opened in Fall of 2022 and is home to major arena concerts and the "Firebirds" hockey team. There is a vibrant concert scene at the local Indian casinos. Each Spring, the Coachella Music Festival attracts thousands to the former Indio Polo grounds followed by the Stagecoach Festival. Other signature events include Modernism Week, the International Film Festival, Rancho Mirage Writers Week, BNP Paribas Tennis Tournament, and myriad golfing and LGBTQ+ events.

Even though the full-time population is growing quickly, approximately half of the PS Phil subscribers and members are in the desert only during "high season" January through early April. Typically, all orchestra programming is done during this 12-to-14-week period.

POSITION SUMMARY:

The Palm Springs Friends of Philharmonic is seeking a leader who has the vision and initiative to lead the organization through the opportunities and challenges of today's classical music world. Reporting to the Board of Directors, the Executive Director (ED) will be strategic, visionary, collaborative and experienced leader responsible for all aspects of the organization's operations including artistic planning, marketing and promotion, relationship-building and fundraising, educational activities, financial administration, and community outreach. The ED will serve as the chief advocate and public face of the organization throughout the region to enhance the organizations' profile and visibility, cultivating new partnerships and relationships.

ROLES AND RESPONSIBILITIES:

Programmatic Leadership

Working with agents, orchestras, and other orchestra presenters, recruit and contract a five to six concert symphony orchestra series each season; must work closely with the CEO at McCallum to ensure coordination of dates. The PS Phil is a "tenant" of the McCallum Theatre and given the theatre's busy schedule during the "high season", early contracting of dates at the theatre is essential.

Board Development and Governance

Build a deep partnership with the Board of Directors, communicating, guiding, advising, recruiting, and mobilizing board members to embrace their roles as fundraisers, policymakers, and community ambassadors. The board consists of a minimum of 15 directors and includes leaders with extensive experience in both for-profit and non-profit boards. All directors are recruited from the current membership of the PS Phil and are devoted to the art of classical music.

Prepare agendas and materials for five to six board meetings each year as well as periodic meetings of Finance and Administration Committee, Advancement Committee, Artists Selection, and Nominating Committee.

In coordination with the Finance and Administration Committee, develop annual budgets and regularly monitor and report to the board on financial performance.

Communication, Community Engagement and Fundraising

Serve as the primary spokesperson for the PS Phil and establish the brand and public image for the organization, clearly articulating its mission and impacts to all stakeholders. Represent PS Phil throughout the community, engaging with local organizations to increase awareness, participation, and collaboration. Attend all PS Phil concerts and other important cultural events in the Coachella valley, networking and engaging members and potential new members. Provide strategic marketing direction and oversight to part-time marketing consultant; write and solicit grants from local organizations, foundations, state and federal agencies; secure

concert sponsorships each season; continue to solicit and cultivate members of the Corporate Circle program.

Management and Operations

Oversee one staff member and all day-to-day operations including, but not limited to:

- Preparing season announcements and annual renewal notices
- Assisting with phone calls during busy periods and ability to sell tickets/accept donations through Arts People ticketing system.
- Manage QuickBooks including monthly reconciliations.
- Manage and monitor cash flows and the Board Designated Fund, payment of invoices.
- Sign and execute contracts for orchestras; manage payments to Franchise Tax Board
- Prepare materials for annual audit and respond as needed.
- Prepare details for annual donor dinner including invitations, RSVPs, and seating assignments.
- Ensure leases for office rent and McCallum Theatre are properly executed.
- Maintain proper insurance policies.
- Other duties as they arise.

TRAITS AND CHARACTERISTICS

The ED will be a visionary leader, passionate about the performing arts and classical music. Forward-looking and innovative this individual will be receptive to new ideas and attuned to the PS Phil's membership and the Coachella Valley marketplace; the ED must be a "jack of all trades" willing to take on the tasks required to run a small business with limited staff.

QUALIFICATIONS

A bachelor's degree with a minimum of five to seven years of relevant management leadership experience preferably in a performing arts organization; proven success in fundraising and board leadership; knowledge of and passion for classical music required.

COMPENSATION AND BENEFITS

Base salary of approximately \$100,000; no health insurance; 3% match towards IRA.

HIRE DATE:

Ideally, the candidate will be available to begin March 2024 when PS Phil presents the final two concerts of the 50th anniversary season, then begins the renewal campaign in early April. However, timing is flexible for the right candidate.

APPLICATION: Send cover letter and resume via email to Marnie@PSPhil.org.
Position open until filled.