

CALIFORNIA SYMPHONY

Job Title: Executive Director

Organization: California Symphony Orchestra (CSO)

Reports To: President, CSO Board of Directors

FLSA Status: Exempt

To Apply: • Submit cover letter and resume to jobs@californiasymphony.org

SUMMARY: The California Symphony Orchestra seeks a colleague able to build upon our organization's recent growth as an industry leader and to help craft new ways to sustain our goals. The Executive Director will be responsible for the management of all human and financial resources needed for our continued success. This executive will serve as the chief operating officer and report to the Board of Directors through the Board President. The Executive Director must establish a close working relationship with the Music Director, to support his or her artistic activities related to the CSO. Management of budgetary and fundraising activities that support the financial stability and sustainability of the organization will be a key responsibility.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Set the tone for the organizational operations. Attend orchestra performances and public presentations and serve as an advocate for the CSO, taking an active role in fundraising and community engagement and serve as a public face for the orchestra in community and patron/donor relations.

- Cooperate with, support and assist the Music Director and facilitate the performance of his/her duties.
- Provide day-to-day oversight for the administrative staff of the CSO to assure that they are properly focused and led to achieve the expected business results. Staff consists of 3 full time employees, a part time book keeper, and 2 summer interns.
- Direct the business management of the CSO and assure adherence to its annual operating budget, including oversight of finances, fundraising, marketing and public relations, concert production, administration, volunteers and human resources. The annual budget is approximately \$1.6M.
- In collaboration with the Board, cultivate donors and sources of contributions to support the organization. Advise the Board about opportunities that could promote the orchestra's objectives, and successfully merge practical business acumen with creativity in fundraising. The California Symphony Endowment Fund is currently valued at \$1.8M.
- Promote the image of the CSO by publicly articulating and supporting the mission, vision, programs, and impact of the organization. Act as spokesperson in collaboration with the Music Director and Board President and maintain effective communications and public relations with the press, donors, funders, community groups, and volunteers.
- In collaboration with the Board, develop and implement current and long-range plans to ensure the effective administration and operation of the CSO.
- “Own” the success of the CSO while at the same time accepting and acting upon both positive and constructive feedback.

SUPERVISORY RESPONSIBILITIES.

This position will act as the supervisor for the other members of the California Symphony Administrative Staff and will serve as a Management Representative

for Collective Bargaining with the American Federation of Musicians and the International Alliance of Theatrical Stage Employees.

EDUCATION and EXPERIENCE.

At least five (5) years of related experience in a senior management role, preferably in a non-profit organization. Demonstrated understanding of the complex nature of arts organizations and familiarity with orchestral music.

Experience and demonstrated success in managing projects related to institutional image building, marketing, external relations and fundraising.

A four-year baccalaureate degree is required. MBA preferred.

SKILLS AND ABILITIES.

This position requires excellent speaking and presentation skills, as well as the ability to communicate in writing to subscribers, donors, board members, volunteers, sponsors, community leaders, administrative staff and the general public.

About the California Symphony:

Now in its 32nd year, the California Symphony is distinguished for its concert programs that combine classics alongside American repertoire and lesser-known works. It is highly regarded for its Young American Composer-in-Residence program, its nationally recognized education programs, and for bringing music to people in new and unconventional settings. The orchestra is comprised of musicians who have performed with the San Francisco Symphony, San Francisco Opera, San Francisco Ballet, and others.

The California Symphony has launched the careers of some of today's most-performed composers and soloists, including violinist Sarah Chang, cellist Alisa

Weilerstein, and composers such as Mason Bates, Christopher Theofanidis, and Kevin Puts. The orchestra has recently expanded its regional base in the greater San Francisco Bay Area with performances at the Napa Valley Performing Arts Center's Lincoln Theater in Yountville, the Concord Pavilion in Concord and with Postmodern Jukebox and Cirque de la Symphonie in Oakland, all in addition to performing at its home at the Lesher Center for the Arts in Walnut Creek, where it performs five concert programs per season.

Donato Cabrera has been the Music Director and Conductor of the California Symphony since 2013. He was also Resident Conductor of the San Francisco Symphony and the Wattis Foundation Music Director of the San Francisco Symphony Youth Orchestra from 2009 to July 2016, when he stepped down to pursue a thriving international conducting career. In 2014, Cabrera was appointed Music Director of the Las Vegas Philharmonic Orchestra in addition to his post at the California Symphony.

In the last four years, Executive Director Aubrey Bergauer and Maestro Cabrera have led the California Symphony to defy the trends for orchestras across the country. Many orchestras talk about attracting new audiences and developing new and different programming—we are actually doing it. We have built a team of smart, driven, and forward-thinking individuals who work together to redefine what a modern American orchestra can achieve and how it can serve and remain relevant to its constituents, and we invite a like-minded Executive Director to join us.

An Equal Opportunity Employer: It is the policy of the California Symphony to provide all persons with equal employment opportunities without regard to race, color, sex, religion, national origin, veteran status, marital status or any characteristic protected by federal, state, and local law. Candidates of ALAANA (African, Latinx, Asian, Arab, and Native American) communities are encouraged to apply.