

POSITION OPENING



25 Main Street, Suite 206 | Chico, California 95928-5388 | Phone 530-898-6811 | Fax 530-898-3391 | www.csuchico.edu/cse

POSITION: General Manager, North State Symphony

Full-Time / Benefited / Hourly / Non-Exempt

RECRUITMENT ID: 853

COMPENSATION: \$25.48 - \$33.65 per hour

LOCATION: Chico State Campus, Sierra Hall

North State Symphony (NSS), a professional symphony orchestra, serves the communities of Chico and Redding California, as well as smaller surrounding communities with an operating budget of \$500,000. NSS is seeking an Arts Administration Professional to serve as the General Manager. Early career arts administrators and recent graduates of Arts Administration Programs are encouraged to apply. Considerations may be made for a flexible work schedule.

NSS is a project of California State University, Chico's Office of University Public Engagement (UPE) and managed through the University's non-profit auxiliary Chico State Enterprises (CSE). A community advisory board and affinity organizations in Redding and Chico support symphony fundraising, engagement, and communication. The Chico and Redding communities are both cultural, economic, and education centers for the northern Sacramento Valley and Shasta Cascade regions.

ESSENTIAL JOB FUNCTIONS: The position of North State Symphony General Manager is under the general supervision of the NSS program sponsor and fiduciary, the Office of University Public Engagement and its Executive Director. The GM works collaboratively with the North State Symphony Music Director/Conductor, the NSS Advisory Board, the Executive Director of University Public Engagement, and the staff of University Public Engagement and University Advancement to manage the day-to-day business operations of the Symphony and support the mission of the North State Symphony to engage audiences with great music.

Strategic Planning

- Working with NSS Music Director and UPE Executive Director, develop and execute season and long-term comprehensive and synchronous plans in marketing, engagement and audience development, fundraising, and business operations that support the making of great music, sound fiscal operation, audience growth, and community engagement.

Advisory Board

- Works collaboratively with board chair to set agendas, goals, and priorities and establish, with the board, standards of service, service terms, and accountability to support the NSS mission. Attends all NSS board meetings and supports board chair's facilitation of meetings. Serves as liaison between NSS Board and affinity groups, Redding League and Chico.

Budget and business operations

- Works with UPE Executive Director and CSE and UPE partners to develop and manage an annual budget that serves the mission. Manage accounts payable, cashflow, payroll, and contracts. Creates and delivers concise, clear, and regular reports. Serve as primary contact and negotiator for contracts, rental, and venue agreements.

DISCLOSURE OF CAMPUS CRIME STATISTICS

CSU, Chico's Annual Security Report includes summaries of institutional policy relating to campus safety, drug and alcohol use, sexual assault, and other matters. The report is published in compliance with the Clery Act and includes three years of certain crime statistics that occurred in Clery Act defined geography. A paper copy of the report may be requested in person at CSU, Chico Police Department or by calling (530) 898-5555. It is also available on the web at 2020 Annual Security Report.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Chico State Enterprises is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color, ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, National origin, sex, sexual orientation, covered veteran status, or any other protected status. It is the Enterprises' policy to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees must provide proof of identity and authorization to work. Prospective applicants with a disability may request and receive reasonable accommodation during the application and selection process.

Orchestra Operations

- Oversee concert and event logistics, preparation, and execution with NSS staff and UPE partners.

Human resources, personnel management

- Oversee all aspects of NSS personnel management with CSE HR and third-party employment vendors for guest artist contracts, musician employment/ payroll, and Music Director contract.

Marketing, Communication, and Engagement

- Works with UPE partners to develop and execute a strategic and comprehensive marketing, communication, and engagement campaign that supports the symphony's strategic audience development, sales, and fundraising goals.

Fundraising

- With NSS Advisory Board, UA and UPE partners develop strategies to maximize giving revenue through annual giving, sponsorship, grants, and major gifts. Establish and cultivate relationships with NSS donors.

EMPLOYMENT STANDARDS: Bachelor's degree required; advanced degree in a related field preferred; preference will be given to applicants with experience in a fine arts/music organization and a BA/BS/BFA in disciplines such as music, arts administration/ leadership, public relations, marketing, communication, or business administration.

- Experience as a public speaker and organization representative with a high degree of community involvement and ideally understands the special university/community relationship and can work in both arenas;
- High level of organizational and logistical skills, and strong attention to detail;
- Thorough knowledge of the inner workings of a symphony, orchestra, or band environment and be familiar with the instruments used and needs of musicians;
- Strong communication and leadership skills;
- Have the ability to follow established policies and procedures and communicate those to others; and the ability to work with minimal supervision, meet deadlines, and work under pressure.

COMPLIANCE REQUIREMENTS:

- Candidate must be in possession of valid driver's license and automobile liability insurance. Participation in the DMV Employer Pull Notice Program (driving record) is required. The candidate will be required to update their insurance with Chico State Enterprises Human Resources when necessary.
- Satisfactory completion of a background check (including a criminal records check) is required for employment. Chico State Enterprises will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current Chico State Enterprises employee who was conditionally offered the position.
- CSE is collecting information from current employees and new hires in process to comply with this [CSU system policy](#). Job candidates who receive a contingent offer of employment will be required to complete a self-certification process prior to receiving a final offer of employment. A candidate will be asked to certify whether they are fully vaccinated, are in the process of becoming fully vaccinated, will request a medical or religious exemption, or do not plan to access any campus/CSE facilities or participate in any in-person work. Questions regarding this process should be directed to the CSE HR team at csehr@csuchico.edu.

BENEFITS: Benefits for employees working 30 hours or more per week include employer paid life insurance (\$50,000) and long-term disability; options for health, dental, and vision insurance; FSA; 14 paid holidays including 1 personal holiday;

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vacation accrual (initially 10 days/year); sick leave (up to 12 days/year); employer contributions to your 403(b) retirement plan (up to 8%).

HOW TO APPLY:

Submit the following documents by **September 19, 2022**. Search will remain open until filled.

- Cover Letter
- Resume

BY DROP BOX: <https://csuchico.app.box.com/f/74b53496ac9f4109809e76ce644cb84f>

BY EMAIL: csejobs@csuchico.edu

Paper applications will not be accepted; however, Chico State Enterprises is an Equal Opportunity Employer and is happy to provide reasonable accommodations to applicants at any step of the application process. If you need assistance in this regard, or are having technical difficulties, please contact the Human Resources office at 530-898-6811 or csejobs@csuchico.edu prior to 5:00 pm on the document deadline date. The employer is Chico State Enterprises, a non-profit corporation serving as an auxiliary organization of California State University, Chico. Employment is considered to be at-will.

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