

FREMONT SYMPHONY

JOB ANNOUNCEMENT: EXECUTIVE DIRECTOR, FREMONT SYMPHONY

The Fremont Symphony, a fully professional symphony that serves the Tri-City area of Fremont, Union City and Newark, is seeking an Executive Director. The mission is to “Enrich the Soul and Inspire the Mind.” The Fremont Symphony presents four concert series a year, along with one fund raising gala and an education program and oversees and supports the Fremont Youth Symphony Orchestra (FYSO).

OPEN APPLICATIONS PERIOD

Please submit a cover letter of interest, list of references, and resume to Lisa Lorenz, President of the Board at: EDSearch@fremontsymphony.org. Initial deadline for acceptance will be June 30, 2022, or until position is filled.

POSITION SUMMARY

The Executive Director is responsible for the executive administration of the Fremont Symphony. The Executive Director reports to a Board of Directors and is responsible for the organization’s consistent achievement of its mission, strategic and financial objectives, and its adherence to all legal and governance obligations. They work closely, equally, and collaboratively with the Artistic Director in making sure the overall audience, donor, sponsor, board, musicians, staff, and community experience is of the highest quality. The Executive Director is primarily evaluated by the quality of the execution of tasks and meeting of goals. Duties and responsibilities are subject to change by the Board.

This is a full time, exempt and at-will position, with paid time off and holidays. Annual base salary is \$85,000 a year and is commensurate with experience.

POSITION QUALIFICATIONS

Candidates should have the following proven leadership skills and experience.

- Track record of effectively leading a result-based organization.
- Ability to execute projects in a highly organized and efficient manner.
- Commitment to quality programs and data-driven evaluation and action.
- Ability to coach, manage, and develop high-performing teams.
- Ability to create, analyze, manage, and clearly explain a budget.
- Success working effectively with a Board of Directors.
- Ability to define clear objectives for the individual and collective members.
- Strong marketing, sales, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and communities.
- Excellent written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal skills.
- Ability to manage multiple projects simultaneously.
- Ability to work with basic data software (Excel, Word, etc.) and business communication software.
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning.
- Ability to collaborate with diverse groups of people and community entities.
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed.
- Must be able to inspire staff, board, volunteers, and musicians to be creative, entrepreneurial, invested, and joyful in their work.
- Access to a vehicle and ability to work flexible hours to fulfill responsibilities of position.
- Must be able to pass a criminal background and credit report screening.

EXPERIENCE

- Three to five years of paid professional experience in profit or non-profit executive management.
- Experience in arts administration, corporate management, entertainment, hospitality, or other related field are preferred, but not required.

POSITION DUTIES AND RESPONSIBILITIES

Administration

- In consultation with the Board of Directors, develop a long-range strategy that achieves the mission with consistent and timely progress.

- Develop, maintain, inspire, and support a strong Board of Directors and incentivize board involvement with clear direction.
- Serve as an ex-officio member of each standing Board committee.
- Develop and maintain a short-term business plan that is responsive to changing economic and strategic fluctuations.
- Develop highly functioning policies and procedures, organizational and financial plans, and carry out plans and policies authorized by the Board.
- Maintain official records and documents, and ensure compliance with federal, state, and local regulations.
- Maintain a working knowledge of significant developments and trends in the fields of entertainment and symphonic executive leadership and financial management.
- Promote staff leadership and involvement in planning, fund raising, project evaluation and quality assurance efforts.
- Conduct official correspondence of the organization and execute legal documents as authorized by the Board of Directors.
- Support the production, promotion, and fund-raising efforts of the Fremont Youth Symphony Orchestra.
- Establish sound working relationships and cooperative arrangements with community groups and organizations.

Marketing and Sales

- Continually expand market share in the Tri-City region and beyond.
- Oversee marketing strategy and execution, ad purchases, brand strengthening, collateral material (brochures, program books), website and social media.
- Make sure concerts and special events are marketed sufficiently to meet income goals.
- Create new opportunities for exposure and be highly visible in the community promoting the Fremont Symphony brand.

Concert Production

- Book Concert and Special Event Venues.
- Contract Guest Artists.
- Maintain good communication with musicians and orchestra committee, including thoroughly knowing the collective bargaining agreement (CBA) and

fulfilling the symphony's obligations and challenging the Musicians Union when their members are not in compliance.

- In consultation with Board and Artistic Director, lead negotiations of the CBA with the musician's union.
- Oversee production staff (librarian, personnel manager, stage manager, lighting, audio, etc.), as well as their timelines for execution.
- Make sure all vendors, contractors, and guest artists are paid in a timely manner.
- Monitor sales progress and create strategies to assure meeting of sales goals.
- Oversee advertising and promotion of concerts.
- Coordinate staff assignments and volunteers at shows.

Customer Service

- Ensure high quality customer service and customer satisfaction for shows, special events, fund raisers, donor interaction, and ticket purchases.

Communications

- Respond to all email and phone business communications from staff, board, musicians, customers, and community partners within a 3 business day period, and preferably within 2 business days.
- Provide complete organizational summary monthly to full board.
- Provide a weekly sales report to staff and executive board.
- Publicize and raise community awareness of the activities of the organization, its programs, goals, mission, and needs. Speak to a community group at least twice a month.

Staff

- Responsible for the recruitment, training, employment, periodic evaluation, and release of all personnel, both paid staff and volunteers.
- Assure that sound human resource practices are in place and followed.
- See that an effective team is in place with provisions for succession and promotion.
- Encourage staff and volunteer to engage in ongoing professional development and training and assist staff in relating their specialized work to the organization's overall financial and strategic goals.

- Develop and maintain a work environment that attracts, motivates, and keeps a diverse staff of energetic, enthusiastic, and top-quality people.

Budget and finance

- Establish and maintain sound financial practices.
- Assure that the organization adopts a cost-accounting budget practice of consistently meeting income goals and does not adopt a practice of deficit spending.
- Work with the bookkeeper, treasurer, and Finance Committee in preparing monthly budget reports that will be approved by the Board. See that the organization operates within budgetary guidelines.
- Achieve income goals through effective donor identification and cultivation, fund-raising events, grant writing, and other opportunities.