



JOB POSTING

Executive Director (Part-Time)

Position Summary

The Executive Director position is a part-time position (20 hours/week) that oversees general operations of Orchestra Santa Monica including fundraising, audience development, and community outreach. Alongside the Music Director, the Executive Director will represent the organization to the public, and provide the leadership necessary to achieve the Orchestra's institutional and community engagement goals. The Executive Director reports to the President of the Board or his/her designee.

Key Responsibilities:

- Accountable for fundraising activities including the identification, cultivation and personal solicitation of major gifts, and the coordination of fundraising events
- Research, develop and solicit foundation, corporate, and government grants
- Provide motivation and staff support to Board of Directors. Expand and develop Board of Directors to include members who will expand the Orchestra's network of giving and provide valuable skills and experience.
- Coordinate volunteers to provide them with a fulfilling experience and to maximize their effectiveness
- Maintain and develop external partnerships that advance the Orchestra's institutional goals
- Implement effective strategies for audience development, ticket sales, and expanding the reach and impact of the Orchestra Santa Monica
- Assist Music Director with artistic administration and concert production
- Develop and oversee community outreach activities including the OSM Woodwind Quintet, which provides live music programming to schools, local churches, and neighborhood organizations
- Provides input in preparation of annual operating budgets, monitoring performance against budget, and ensuring compliance with grant deadlines and reporting requirements
- General operations as needed

Information about Orchestra Santa Monica

Established in 2012, Orchestra Santa Monica (OSM) is starting its first season under its new Music Director and Conductor, Roger Kalia. OSM performs between three and four orchestra concerts during its season at the Ann and Jerry Moss Theater on the campus of New Roads School in Santa Monica. Smaller OSM ensembles perform outreach performances at local schools and other community locations.

Qualifications:

- Minimum of 2 years of arts management related experience
- Bachelor's degree (Master's degree preferred)

To Apply:

Applicants should email a resume and cover letter to:
<mailto:office@OrchestraSantaMonica.org>

Note: Please use "OSM Executive Director Application" in the subject title of your email message.

Application deadline: October 15, 2018

www.OrchestraSantaMonica.org