

**San Luis Obispo Symphony
Executive Director (ED) Search
December 2019**

Job Status: Full time, exempt

Salary/Benefits: Competitive compensation package commensurate with experience and qualifications. Includes health and life insurance, vacation, holidays

Application Deadline: January 31, 2020

Anticipated Start Date: June 1, 2020

Organization: The **San Luis Obispo Symphony (SLO Symphony)**, under the direction of Maestro Andrew Sewell, leads an array of musical programs for children and adults throughout the San Luis Obispo County. Established in 1961, the SLO Symphony contributes to the cultural and economic vitality of the region. The **San Luis Obispo Youth Symphony (YS)**, founded in 1965, is part of the SLO Symphony Music Education program. It is the only opportunity for youngsters between Santa Barbara and Monterey to receive full orchestral training.

The Board of Directors of the SLO Symphony is in search of an **Executive Director (ED)** to enthusiastically manage the organization and cultivate positive and effective relationships with its constituencies. The candidate must be eager to endear current supporters and be prepared to create new partnerships for financial and artistic support.

Responsibilities

Leadership and Management:

- Assist the Board of Directors in fulfilling its governance function.
- Prepare the annual budget for approval of the Board of Directors.
- Implement enforcement of the approved budget throughout the fiscal year.
- Supervise all employees and contractors working with the San Luis Obispo Symphony.
- Oversee negotiation and execution of business contracts with guest artists and personnel.
- Supervise and provide oversight for all music education activities.
- Ensure that orchestra operations function successfully.
- Attend Board of Director meetings, Executive Committee meetings, and sub-committee meetings.

Finance and Fundraising

- Facilitate creation of a viable development plan that includes individual and business contributions, sponsorships, grants (federal, state and local), and in-kind donations and services.
- In coordination with the Treasurer and Finance manager, implement endowment fund transactions, oversee preparation of tax returns and other financial records.
- Supervise outside payroll function and maintenance of computer records and reports.
- Oversee concert ticket and concert series subscription sales.
- Participate in local organizations with presentations that promote SLO Symphony activities.

Additional duties may be required in order to achieve objectives and goals of the Board of Directors.

Qualifications

- Bachelors' degree or equivalent experience; minimum five years related management experience. Must include experience in a non-profit setting. Proven skills in budgeting, staff recruitment and retention, and general operating methods.
- Excellent written and verbal communication skills.
- Proficient in Microsoft Office Suite (MS Word, Excel, Outlook).

Certificates, Licenses, Registrations: A valid driver's license, proof of insurance, and good driving record.

Application procedure:

Please email a resume or CV with cover letter including an explanation of your interest in the position and list of relevant qualifications to:

EDSearch@slosymphony.com

Or by mail to:
SLOS Executive Director Search
ATTN: M Sherman
75 Higuera Street, #169
San Luis Obispo, CA 93401

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