



PRESIDENT & CHIEF EXECUTIVE OFFICER

REPORTS TO: Board of Directors / Board Chair

SUPERVISES: Director of Development, Director of Finance, Director of Artistic Operations, Director of Marketing, Director of Education, and Executive Assistant.

OVERVIEW: The President & CEO is responsible for managing the human and financial resources of the Santa Rosa Symphony Association to achieve the symphony organization's mission. To that end, the President & CEO is responsible and accountable for all aspects of the organization, and for implementing the policies and priorities set by the board of directors. Within this general framework, the President & CEO ensures that the organization operates on a stable financial basis and carries out its obligation to serve as a community, cultural, and educational institution.

Candidates applying should have excellent communication skills and significant professional experience to manage and direct a performing arts organization with an operating budget over \$5 million. The ideal candidate has the ability to maintain positive, collaborative relationships with staff and the board of directors and will demonstrate a high level of the emotional intelligence (EQ) necessary to guide a successful cultural institution with diverse stakeholders. In addition, the ideal candidate will have a proven track record of leadership that demonstrates impeccable integrity and transparency.

JOB RESPONSIBILITIES:

Board of Directors Support

- Advises and coordinates with the board on matters that promote efficient operation of the orchestra and delivery of public services provided by the Association.
- Serves as staff liaison to the board and its committees.
- Supports and attends meetings of the board of directors and executive committee.
- Prepares reports for each board and executive committee meeting and for other committee meetings as necessary.
- Supports the governance committee in identifying and recruiting qualified candidates for board membership and committee chair positions.
- Shares with the board current practices, activities, and developments in the orchestra field.
- Reports to the board of directors monthly regarding operating results, including the supervision of the operating budget, cash in bank, and endowment investments.

Staff Management

- Oversees and coordinates the administrative office of the organization.
- Recruits and supervises administrative staff.
- Manages staff in accordance with SRS personnel policies.
- Develops, proposes, and negotiates compensation and benefits programs.
- Ensures legal compliance with all local, state, and federal policies.
- Prepares and revises job descriptions, employee handbook, and employee policies.

Artistic Support and Collaboration

- Works as a partner with the music director to review classical series artists and programs ensuring support of the orchestra's artistic objectives within the financial parameters of the organization.
- Oversees programming and artist selection for the Pops Series, the Family Concert Series, and other artistic projects in consultation with conductors.
- Serves as key spokesperson/liaison for policy issues and non-artistic matters with the public.
- Attends concerts and rehearsals regularly.
- Represents the Association at various civic and community events and professional organizations.
- Supports the development and implementation of marketing strategies.
- Supports negotiations with contractors for services of guest artists, and for concert venue leases.
- Serves as part of the management team in negotiating the master agreement with the orchestra and the American Federation of Musicians and ensures proper execution of the master agreement.
- Ensures effective communication and collaboration with the Association's constituencies to achieve the public service objectives of the Association.
- Approves grant applications to foundations, corporations, and government agencies.
- Oversees the evaluation and implementation of educational programs including those for training young musicians and music for the schools; recommends new educational initiatives to the board.

Financial Management

- Prepares and submits for approval annual operating budgets and forecasts.
- In conjunction with the finance committee, develops, implements, and monitors policies and procedures relating to financial reporting and the internal control of organization assets and funds.
- Negotiates and signs contracts on behalf of the Association, with the exception of the music director and orchestra master agreements, which require board chair approval.
- Ensures that grants are spent in accordance with grant guidelines.
- Ensures that accurate books of accounts are maintained, reconciled, and audited.

Fundraising

- Supports and guides relationships with donors, patrons, and audience members.
- Supervises the planning and implementation of fundraising activities to achieve budgeted goals, including the annual fund drive, corporate underwriting, special events, endowment campaigns, planned giving program, and identification and cultivation of donors, patrons, and audience members.

Compensation

Plus or minus \$175,000, negotiable based on experience

How to apply:

Submit cover letter, resume, and three references to the CEO Search Committee at:

SRS.CEO.Search@gmail.com or

SRS CEO Search Committee, PO Box 1359, Santa Rosa, CA 95402

The deadline to apply is January 27, 2023.

The Santa Rosa Symphony Association shall provide all persons with equal employment opportunities without regard to race, color, religion, sex, national origin, disability, age, veteran or marital status or any other characteristic protected by federal, state, or local law.

ABOUT THE SANTA ROSA SYMPHONY

Under exceptional fiscal and musical leadership for nearly 100 years, the Santa Rosa Symphony has partnered with the community to build a beloved orchestra, world-class performance center, sizable endowment, and extensive performance and educational programs to serve California's wine country and North Bay in stellar fashion. Currently, the Santa Rosa Symphony Association is seeking to employ a President & CEO to partner with us and our Music Director Francesco Lecce-Chong, as we look ahead to explore new horizons, expand our audience and create new opportunities for growth.

WHO WE ARE

Founded in 1928, the Santa Rosa Symphony is one of the oldest symphony orchestras in the western states. Located in Sonoma County's picturesque wine country, Santa Rosa, California has forged an identity as a place in love with classical music. Few cities in America of comparable size support a regional symphony association so vital, dynamic, and innovative.

Santa Rosa Symphony is the resident orchestra performing in Weill Hall at Sonoma State University's Green Music Center. The 1,400-seat Weill Hall is magnificent and impressive, featuring beautiful views of the rolling hills. One of the most acoustically perfect concert venues in the world, Weill Hall was designed to replicate the intimacy and acoustics of both Vienna's Musikverein and Seiji Ozawa Hall at Tanglewood, where the Boston Symphony performs during the summer.

The Santa Rosa Symphony performs seven triple uplifting classical concert sets in Weill Hall from October through May. Other programs that reach a diverse audience include: a Pops Series, a Saturday afternoon dress rehearsal series, a choral concert and a Family Series. The 80+ musicians in the orchestra are professional members of Musician's Union Local 6.

Francesco Lecce-Chong, our charismatic Music Director and Conductor, began his tenure in July of 2018. A Solti Foundation Award winner, the Boulder, Colorado, native began conducting at the age of sixteen and graduated from the Mannes College of Music and Curtis Institute of Music, where he studied with Otto-Werner Mueller. His captivating command at the podium draws rave reviews.

Widely recognized as one of the area's premier cultural institutions, the Santa Rosa Symphony is not only renowned for artistic distinction, but also acclaimed for our outstanding Institute for Music Education. Through our ambitious community outreach, we nurture bright futures for 20,000+ youth annually. Music programs include: five youth ensembles, an instructional summer music academy, scholarship assistance, and free concerts for youth.

The orchestra is run by the Santa Rosa Symphony Association, under the auspices of a 39-member Board of Directors and a dedicated, professional staff. The symphony association is supported by active Emeritus Advisors, the Santa Rosa Symphony League, and countless other contributors: loyal and generous sponsors, donors, patrons and volunteers. Our symphony association is financially sound and has maintained a cash-positive position for nearly two decades. The Santa Rosa Symphony is a member of the Association of California Symphony Orchestras (ACSO) and The League of American Orchestras (LAO, formerly the Association of Symphony Orchestras).

www.srsymphony.org