

Santa Cruz Symphony

Executive Director Search

April 2021

ABOUT THE ORGANIZATION: The Santa Cruz Symphony (the Symphony), under the direction of Maestro Daniel Stewart, provides an extraordinary musical program for our culturally rich and diverse community. As the Peninsula Review writes "the Santa Cruz Symphony Orchestra under Daniel Stewart has now developed into the finest musical ensemble South of San Francisco and North of Los Angeles." The Symphony also provides quality educational programs for the children and patrons in our community. The Symphony is financially strong, maintaining a \$1.25 million operating budget and an Endowment with over \$1.3M in assets. During this past year the Association has raised enough money to cover all expenses and not dip into reserves. We have developed a *Symphony at Home* digital series to keep our patrons engaged including the Yuja Wang episode which has received over 18,000 hits on You Tube.

The Board of Directors of the Santa Cruz Symphony is in search of an Executive Director (ED) to effectively manage the organization, to inspire and cultivate effective relationships with all constituencies and to establish new partnerships for financial and artistic support.

Further information on the Symphony is available at www.santacruzsymphony.org.

RESPONSIBILITIES:

The ED reports to the President of the Board of Directors, provides key leadership to successfully achieve the mission and goals of the organization, and serves as the chief spokesperson representing the Symphony to internal and external constituencies.

Leadership and Planning

- Provide leadership in the development, implementation and evaluation of the strategic business plan, fundraising plan, endowment program plan and governance plan
- Provide leadership in the development, oversight, and preparation of monthly reports regarding the annual budget and all other financial matters as appropriate.
- Develop and implement community engagement and education programs for schools, students and under-served populations in the community.
- Oversee the development and implementation of policies and procedures, including those related to finance, personnel, procurement, patron relations and record maintenance.
- Develop, implement and monitor compensation and benefit programs.

Administrative

- Develop fundraising campaigns, grow sponsorships and donor base.
- Oversee development and implementation of annual marketing plan for ticket sales and public relations/media plan including print media, social media and promotional video content.

- Oversee management of concert production including negotiating performance and rehearsal dates, soloist and musician contracts, production of concert programs, and educational speakers for pre-concert talks.
- Research, write and submit grant proposals and reports.
- Within budget parameters, evaluate and manage staffing needs. Recruit, hire, inspire, manage and evaluate staff and independent contractors.
- Maintain database of patrons and donors. Acknowledge all contributions.
- Work effectively with the Board in all matters.
- Serve as ex officio member of all Board committees. Attend all meetings of the Board and Executive Committee.
- Coordinate and maintain master calendar of events and activities.

Knowledge, skills, and abilities

- Excellent oral, written, and interpersonal skills
- Excellent organizational skills
- Familiarity with classical repertoire
- Computer skills: Word, Excel, database and social media
- Working understanding of technology to support the selection of qualified contractors and/or software systems
- Work effectively to build and sustain internship program and volunteer resources
- Work flexible schedules that will include evenings and weekends as required

REQUIREMENTS:

- Bachelor's degree or equivalent experience
- Senior management experience in an arts organization or related field
- Reliable transportation with proof of insurance

COMPENSATION:

- Salary will be based on the appointee's experience and expertise
- Benefits include holiday, sick leave and vacation
- Monthly stipend for health insurance

APPLICATION PROCEDURE:

- Application materials will be accepted until **the position is filled**
- Send a cover letter stating why you are interested in this position, a bio and a resume to scruzsym.edsearch@gmail.com

The Santa Cruz Symphony is an equal opportunity employer and does not unlawfully discriminate on the basis of race, creed, national origin, disability, sex, sexual preferences or age.