

SYMPHONY OF THE REDWOODS

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symphonyoftheredwoods.org

Symphony of the Redwoods Seeks to fill Executive Director position

Symphony of the Redwoods (SoR), a community orchestra in Fort Bragg CA, seeks an **Executive Director** for a year-round position averaging 20 hours per week. SoR is a 501c(3) California nonprofit corporation with a volunteer board of directors acting in accordance with Symphony by-laws to achieve the organization's mission to provide live orchestral and chamber music for the enjoyment and education of the coastal community of Mendocino County.

Job responsibilities:

- Supervise all staff and oversee HR policies, procedures, and issues
- Oversee all phases of production of four symphony concert sets per season:
 - Prepare venue and soloist contracts;
 - Oversee ticket production and mailing;
 - Oversee marketing, publicity, and advertising;
 - Assemble materials for brochures and programs;
 - Staff and supervise concerts, including concessions.
- Communicate with board Treasurer about ongoing financial business.
- Communicate with the public, with Symphony donors, and with volunteers.
- Attend monthly (evening) board meetings and work with board members and staff.
- Provide support for the Opus Chamber Music Series, Music in the Schools Programs, fund-raising by the board, and other special projects and events.
- Organize donor mailings and acknowledge donations.
- Oversee and develop volunteer base.
- Be the “face” and “voice” of the symphony.

Job requires:

- Excellent writing, organization, and communication skills.
- Attention to detail; ability to prioritize and multi-task.
- Professionalism and ability to maintain confidentiality.
- Initiative and self-motivation.
- Ability to work with volunteers (including volunteer board of directors).
- Excellent computer skills: Microsoft Office (Word and Excel) and data management system.
- Excellent people skills; grace under pressure.
- Being a team player and contributing to a productive positive work environment.
- Passionate commitment to the arts.
- Experience with non-profits helpful.
- Local knowledge and familiarity with the Coastal Community of Mendocino desirable.
- Permanent residency on the Mendocino Coast preferred.

Hours: Year-round, flexible schedule averaging 20 hours per week.

Location: The Symphony of the Redwoods office is in downtown Fort Bragg.

Salary: TBD, commensurate with experience.

Position available June 1, 2022

To apply, please email cover letter, resume, three business writing samples (email, press release, thank you letter) and three references to:

Symphony Board of Directors (Email: symphony@mcn.org)

Applications must be received by Friday, April 15th.

Position opened until filled.