



Marc Taddei, Music Director

Vallejo Symphony Executive Director (Part-Time) 20-25 hrs/wk

The Executive Director (ED) provides the leadership necessary to set and achieve the Vallejo Symphony's financial, institutional, and community engagement goals. The ED oversees general operations of the VSO, providing institutional support in the areas of board development, fundraising, audience development, community outreach, and strategic planning. With the Music Director, the Executive Director represents the VSO's public face. The Executive Director reports to the Board President or her/his designee.

Minimum qualifications:

Bachelor's degree.

Three to five years' relevant experience.

Duties and Responsibilities:

Strategy and Planning

- Assist and participate in a Board of Directors led development and implementation of a strategic plan for the orchestra that supports the artistic, financial, and public relations objectives of the organization.
- Develop and implement current and long-range administrative and personnel planning to ensure that the organization is effectively structured and staffed competently.

Board of Directors

- Advise the Board on matters within the ED's scope of responsibilities to promote the efficient operation of the orchestra and the delivery to the public of the services the VSO was chartered to provide.
- Provide staff assistance to the Board and its committees; ensure that meeting minutes are organized.
- Serve as ex-officio member of all Board committees.
- Attend all meetings of the Board and Executive Committee; prepare and present reports for each Board and Executive Committee meeting and for other committee meetings as required.
- Working with the Nominating Committee, help to identify and recruit qualified candidates for Board Membership; assist with new member orientation.

Volunteer Management

- Recruit and manage a corps of volunteers to assist in projects as needed.
- Assist volunteers as necessary to help ensure their success and ensure that they are adequately thanked.

Fund Raising and Development/External Relations

- Assist Board and President in fund-raising activities, including annual fund drive, corporate sponsorships, special events, endowment campaigns, planned giving program, and identification and cultivation of donors.
- Prepare, submit and follow up on grant applications and reports to foundations, corporations, and government agencies.
- Ensure that all contributions and other support are acknowledged as may be required by law and as is otherwise appropriate; maintain accurate and complete records of financial contributions and other substantial support.
- Ensure effective communications with the VSO's partners and constituencies: volunteer groups, other arts organizations, public agencies, government agencies, and the general public to achieve the mission of the orchestra.

Artistic Administration

- Although the MD is ultimately responsible for artistic vision and programming, the Executive Director is expected to collaborate with and assist the MD with implementation.
- At the direction of the MD and Board, negotiate and execute individual contracts for Concertmaster, Guest Conductors and Guest Artists.
- Serve as principal staff spokesperson/liason to the orchestra for policy issues and non-artistic matters, including pay scales, recording agreements, work conditions, and contractual agreements.

Concert Production and Promotion

- Work with MD to establish season themes and programs. Develop necessary promotional material for the season and individual concerts within Board-approved budgetary restrictions. Assist Board with subscription campaigns.
- Collaborate with MD and Board to develop an annual master plan and timeline for orchestra operations, including rehearsal schedules, local and special concerts, program themes and ideas, special events, broadcasts, and audience development. Direct implementation of this master plan.
- In consultation with the MD, seek and obtain new opportunities for performances by the orchestra and its ensembles.
- Negotiate and execute concert hall leases and rental contracts for other concert spaces as required.
- Working with the Board and volunteers, coordinate the timely creation of a program for each concert, including advertisements.
- Secure required equipment, instruments, licenses, and permits for each concert.
- Attend and support rehearsals, as needed, and all concerts.



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- Supervise Patron Services Manager.

Finance

- Work with the Treasurer to manage the daily financial operations of the orchestra, such as gathering and depositing donations, paying bills, etc.
- Work in conjunction with the Treasurer and Accountant to ensure that accurate books of accounts are maintained; maintain bank accounts as directed by the Board.
- Prepare and submit for Board approval annual operating budgets. Monitor and authorize expenditures in accordance with approved budget and Board authority; prepare updated projections based upon actual income and expense activity.
- Review monthly financial statements with Treasurer, including cash flow projections, for presentation to the Board for its review and approval. Review and approve accounts payable and receivable.
- Ensure that grants are spent in accordance with grant guidelines and that all reporting requirements are met.

Administrative

- Maintain the business office of the organization and oversee management of administrative functions.
- Oversee equipment purchase, supplies, etc. according to budget and approval procedures.
- Handle correspondence.
- Maintain adequate insurance to protect the orchestra's assets/property.
- Recruit, select, and supervise administrative staff. Promote, discipline, and terminate in accordance with legal requirements and Board policy. Evaluate staff performance as needed, at least annually, in writing. Maintain personnel files.
- Ensure that all employer responsibilities are met and that the organization is in compliance with all state, local, and federal laws.
- Prepare and revise job descriptions and employment policies per Board approval.
- Maintain and approve payroll records for administrative and artistic staff.

Education

- With the MD, recommend to the Board appropriate educational initiatives and implement them.
- Serve as liaison to public and private schools in planning school programs.