

POSITION DESCRIPTION
EXECUTIVE DIRECTOR
MONTGOMERY SYMPHONY ORCHESTRA
www.montgomerysymphony.org

The Montgomery Symphony Association, Montgomery, Alabama, an IRC 501 (c)(3) entity, is seeking a person experienced in arts organization management to serve as Executive Director for the Montgomery Symphony Orchestra. The successful candidate should have proven leadership skills and an ability to work with a wide cross-range of people in promoting the continued development of an important cultural arts and educational organization.

ORGANIZATION DESCRIPTION: Founded nearly fifty years ago as a City-sponsored recreational activity, the Montgomery Symphony Orchestra has grown to be Montgomery's premier musical organization serving the Montgomery metropolitan area of 375,000+ people and surrounding communities in South Central Alabama. Maestro Thomas Hinds has served as the Orchestra's Music Director since 1983, and under his direction the Orchestra has grown artistically year after year. The Orchestra is made up of both volunteers and professional educators and musicians and annually performs a series of 5 subscription concerts, Holiday performances, several youth concerts, and two major outdoor pops concerts on the grounds of the Alabama Shakespeare Festival and the Alabama State Capitol respectively. The Symphony is supported and governed by the Montgomery Symphony Association, which also oversees fund-raising, educational and outreach programs. The Association's Board of Directors, made up of over 50 civic and professional leaders, oversees all Orchestra activities and programs and an Endowment Fund. The Association has experienced significant financial growth and success and presently has an annual operating budget in the \$900,000 range. The Orchestra rehearses and performs at the 1920s era historic Davis Theatre for the Performing Arts (seating capacity 1,100) and at the Montgomery Performing Arts Center, a state-of-the-art venue that seats 1,800. The Orchestra performs the standard orchestral repertoire and has also premiered a number of new works by area composers. Critical to its success is the Orchestra's unique Fellowship Program, which supports national-caliber Artists in Residence who practice, perform with and coach the Orchestra's other musicians for generally a two-year residency. The Fellows also perform recital programs during the year sponsored by the Symphony. In addition, the Association and its Montgomery Symphony League adjunct, sponsors a Youth Symphony as well as a string educational program and activities for school-age children.

APPLICATION PROCESS: Submit a letter of interest and resume, by U.S. Mail to Post Office Box 1864, Montgomery, Alabama 36102, or email to applications@montgomerysymphony.org, Attn: Search Committee. Applicants should address how their personal knowledge, skills, and abilities would prepare and equip them to perform the functions, roles, duties and responsibilities of the Executive Director as set forth in this Position Description.

Applications will be accepted until the position is filled.

COMPENSATION: Salary and benefits are negotiable based upon the candidate's experience and talents.

BASIC FUNCTIONS: The Executive Director is selected by and reports to the Montgomery Symphony Association's Board of Directors, which meets quarterly, and the Board's Executive Committee, which meets monthly. Office staff, presently three persons, supplemented by volunteers from the Montgomery Symphony League, are overseen by the Executive Director. The position of Executive Director is distinct from the Music Director, who is responsible for all artistic matters and also reports to the Board of Directors. The Executive Director is responsible for managing the personnel and financial resources of the Association in order to achieve the Montgomery Symphony Orchestra's mission as articulated by the Board of Directors. The Executive Director functions as both a chief executive officer and a chief operating officer. To that end, the Executive Director is responsible and accountable for all operational aspects of the Orchestra (performing the tasks or supervising others who perform the tasks), and implementing the policies set by the Board. The Executive Director also solicits contributions and grants from the general public and governmental and nongovernmental organizations and represents the Montgomery Symphony Orchestra to the community in all matters except those that are specifically delegated to the Music Director or handled by the President of the Association.

ROLE: The Executive Director is responsible for providing leadership, vision and the information needed to enable the Board of Directors to adopt plans for the continued development of the Orchestra, its education programs and the continued enrichment of the musical life of the Montgomery community generally. The role of the Executive Director is to do all things possible to see that the Orchestra constantly improves its musical product, that the Association operates on a stable financial basis and that the organization as a whole carries out its obligation to serve as a premier community cultural and educational institution.

PREREQUISITES: The successful candidate should be knowledgeable of the historic role of symphony orchestras and the development and nature of orchestral music generally. Experience as an instrumental musician, professional or amateur, is not required but certainly a major asset.

Some management experience is necessary, and management experience with an orchestra or performing arts entity is ideal.

The candidate should be able to demonstrate fiscal management knowledgeability, the ability to understand financial reports, and skills in reporting and interpreting those reports.

Interpersonal skills and the ability to effectively communicate with the Orchestra's musicians, other employees, members of the Board of Directors and local governmental officials are critical; but perhaps the most important qualities are an enthusiasm and love for orchestral music that can shine through and thereby ensure the effective motivation of staff, volunteers and the Board of Directors.

FUNCTIONS AND RESPONSIBILITIES:

General

The Executive Director plans, supervises and administers all operational functions of the Orchestra and assists the Association, Board and the Montgomery Symphony League boards in carrying out the plans and policies established by the Board.

As directed by the Board, the Executive Director negotiates contracts or agreements with musicians, as well as the librarian, stage manager and other non-musical personnel, office personnel, stage technicians, and paid suppliers of services, and in that connection supervises the work of paid non-musical personnel with regular evaluation, and reporting to the personnel committee of the Board on their performance. The Executive Director assists in preparation of budgets and with the Association's Treasurer monitors finances, oversees maintenance of accurate general ledger and other data entry, and oversees production of such financial and other reports as the Board may request. The Executive Director also supervises the preparation of business correspondence and receipt and dissemination of reports and minutes of the Board and committees, the maintenance of files, databases, the music library, and Orchestra historical records.

Concert and Program Production

The Executive Director is responsible for scheduling rehearsals and concerts with auditoriums and support personnel, handling the needs of guest artists and assisting with accommodations and transportation, coordinates the preparation and printing of programs, obtains licenses and permits as required and arranges for and schedules recitals of the MSO Fellows. In addition the Executive Director supervises arrangements for the MSO sponsored annual Vann Vocal Institute <http://www.davidcangelosi.com/vann-vocal-institute-the-ramp-up/> and the Blount-Slawson Young Artist competition <https://www.fromthetop.org/coming-soon-the-blount-slawson-young-artist-competition>

Community Relations

The Executive Director maintains contact with and cooperates with other Montgomery and Central Alabama area arts groups, colleges, schools and service clubs. The Executive Director studies ways and means for improving the Orchestra and its relevance to the community and makes recommendations to the Board toward that end.

Marketing and Promotion

The Executive Director is involved in preparation of brochures, media advertising, press releases, radio and TV promotion, and assists the Board and League in developing annual ticket sales campaigns.

Orchestra Personnel Management

The Executive Director provides liaison between the Board and the Orchestra's musicians, and with the guidance of the Music Director, develops the rehearsal and performance schedules. The Executive Director oversees attendance and payroll records and the payment of orchestra expenses, and coordinates with the Music Director for logistical needs for musicians and equipment.

Reporting Relationships

The Executive Director keeps the Board, the Board President and the Board's Executive Committee advised as to any significant matters within the Executive Director's areas of responsibility that may be helpful to the Board in ensuring the smooth functioning of the Symphony, the League and the Association, attends all Board committees, and cooperates with and keeps the Music Director apprised of anything that might impact on his areas of responsibility, especially in respect of the musical repertoire, performances, schedules and administrative functions.