

## **EXECUTIVE DIRECTOR JOB DESCRIPTION**

### **Dearborn Orchestral Society, Inc. (DOS)**

#### **JOB TITLE: Executive Director**

REPORTS TO: Board President

SUPERVISES: Office Manager

IS THE PRIMARY INTERFACE WITH INDEPENDENT CONTRACTORS such as: Music Director, Librarian, Personnel Manager

IS THE PRIMARY INTERFACE WITH CITY OF DEARBORN PERSONNEL such as: FCPAC Theater Manager

LEADS VOLUNTEERS such as: Development Committee Chair, Education Committee Chair, Finance Committee Chair, Marketing Committee Chair

**JOB SUMMARY:** The Executive Director is responsible for managing the human and financial resources of the Dearborn Orchestral Society, Inc. (DOS) to achieve the organization's mission. To that end, the Executive Director is responsible and accountable for all aspects of the organization, and implementing the policies set by the Board of Directors. The Executive Director will serve as the chief operating officer of the DOS and reports to the Board of Directors through the Board President. The E.D. is a visionary leader who, under the direction of the Board of Directors and in collaboration with the Music Director, will provide leadership, direction, management and a vision to grow the Dearborn Orchestral Society, Inc. artistically and financially.

### **JOB DUTIES AND RESPONSIBILITIES:**

#### **Chief Responsibility**

- Responsible for meeting revenue and expense goals as set forth in the budget.

#### **Planning**

- Assist and participate in the development and implementation of a master 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 Executive Director's scope of responsibilities to promote the efficient operation of the orchestra and the delivery to the public of the services the DOS was chartered to provide.
- Ensure the Board and committees are staffed adequately.
- Ensure that meeting minutes are recorded and filed.
- Serve as ex officio member of all Board committees.
- Attend all regular 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.

#### **Direct-Service Volunteers**

- Use direct-service volunteer resources effectively to assist the DOS in meeting its goals and to make the experience meaningful for the DOS's volunteers.
- Assist direct-service volunteers as necessary to help ensure the success of their activities.

### **Fund Raising and Development/External Relations**

- Ensure effective communication with the DOS's constituencies: volunteer groups, other arts organizations, public agencies, government agencies, and the public to achieve the public service objectives of the DOS.
- 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 and submit 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.
- Direct advocacy activities at local, state, and federal level. Monitor legislative activity that affects the orchestra and recommend appropriate action to the Board of Directors.

### **Artistic Administration**

- Assist in the development, implementation, and monitoring of orchestra's artistic objectives.
- Consult with the Music Director in the selection of guest artists, guest conductors, performing groups, and programs to support the orchestra's artistic objectives.
- Negotiate contracts for all guest artists within budget parameters set by the Board. Arrange for their transportation, lodging, and entertainment.

### **Concert Production**

- Assist Personnel Manager, as needed, to develop an annual calendar for orchestra operations, including rehearsal schedules, local and run-out concerts, program themes and ideas, special events, broadcasts, and audience development. Ensure implementation of the calendar.
- In consultation with the Music Director, seek and obtain new opportunities for performances by the orchestra and its ensembles.
- Negotiate and execute concert hall leases and rent other concert space as required.
- Ensure that required equipment, instruments, licenses, and permits are secured.
- Ensure that needed music is secured, paid for, and returned in a timely manner.
- Arrange for transportation and accommodations for musicians and equipment for local and run-out performances and broadcasts.
- Ensure that rehearsals and concerts are properly staffed.
- Attend rehearsals and concerts.
- Ensure that concert programs and any other printed materials are created and distributed in a timely and high-quality manner.

### **Marketing and Promotion**

- Develop and implement a marketing plan for subscription campaigns and for individual performances, using appropriate advertising and publicity to achieve maximum season and single ticket sales; oversee ticket sales operations.
- Maintain relationship with media contacts; generate feature stories in print and broadcast media about the orchestra.

### **Finance**

- Ensure that accurate books of accounts are maintained; maintain bank accounts as directed by the Board.

- Work with Treasurer to ensure preparation and submission of annual operating budget for approval at the annual meeting. Monitor and authorize expenditures in accordance with approved budget. In consultation with Treasurer, prepare updated projections based on actual income and expense activity.
- Ensure Treasurer's preparation of monthly financial statements, including cash flow projections, for Board 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.
- Purchase equipment, supplies, etc., according to budget and approved procedures.
- Handle correspondence, including patron suggestions and complaints.
- Maintain documents according to legal requirements and/or Board policies and procedures.
- Ensure adequate insurance is maintained 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 but at least annually in writing. Maintain personnel files.
- Develop, implement, and monitor compensation and benefits programs.
- Ensure that all employer responsibilities are met and that the organization is in compliance with all local, state, and federal laws.
- Prepare and revise job descriptions, employee handbook, and employment policies.
- Maintain all payroll records for administrative and artistic staff.

### **Musicians**

- Assist, as needed, the Music Director and Personnel Manager in hiring of all orchestra musicians, including negotiation and execution of individual contracts according to approved budget and policies set by the Board.
- Serve as principal staff spokesperson/liaison to the orchestra for policy issues and non-artistic matters.
- Assist, as needed, the Personnel Manager to ensure coordination of all aspects of auditions.
- Serve as chief liaison to Local 5 of the American Federation of Musicians (AFM), in cooperation with the Personnel Manager and Union Steward.
- Participate in the successful negotiation of the Community Orchestra Agreement with Local 5 of the AFM in collaboration with the other community orchestras.
- Ensure that all guidelines of the Community Orchestra Agreement with Local 5 of the AFM are followed.

### **Education**

- Together with the Music Director, recommend to the Board appropriate education initiatives and implement them.
- Serve as liaison to public schools in planning of in-school and outreach programs.

### **General**

- Keep abreast of activities and developments in the orchestra field; advise the Board of matters that may be helpful to promote the orchestra's objectives.