



## Symphoria announces an immediate opening for

### EXECUTIVE DIRECTOR

#### About Symphoria

Symphoria was formed in late 2012 as a musician cooperative orchestra, one of only two in the United States. The 49-member professional orchestra presents more than 50 concerts and reaches 100,000 people annually in venues ranging from libraries and health care facilities to public parks, churches, museums, and our home venue, the Crouse-Hinds Theater at the John H. Mulroy Civic Center in downtown Syracuse, NY.

#### Responsibilities

The Executive Director will be responsible for all aspects of the organization, including implementation of policies and key strategies as set by the board of directors. Reporting to the Board of Directors through the President (board chair), the Executive will be responsible for fund development, community relations, strategic planning, and operational, financial and administrative management. Artistic and programmatic responsibilities will be the primary responsibility of the Music Director, working in conjunction with the Executive Director.

Specific responsibilities include the following:

- **Executive Leadership:** Supervise and direct all activities of the staff and musicians employed by Symphoria, except those activities which are supervised and directed by the Music Director; is responsible for negotiations or overseeing negotiations necessary to obtain artistic talent; participate and advise in negotiations with the musicians of Symphoria and their union; manage and guide all staff functions; provide written annual performance reviews to staff; foster communication and healthy working relationships with Board, staff, musicians, and volunteers.
- **Fund raising:** Exercise overall managerial responsibility for achieving Symphoria's fund raising goals; advise and assist the development director and board in cultivation of donors; monitor and ensure that grant applications and supporting reports are filed in a timely manner; ensure that all financial contributions and in-kind support are acknowledged as appropriate, and/or required by law; encourage and work closely with volunteers.
- **Artistic activities:** Function as a partner with the Music Director in the development of artistic programming; and ensure that the Music Director's performance is periodically evaluated with input from all appropriate constituencies.
- **Marketing and promotion:** Maintain and enhance the reputation of Symphoria as one the community's premier arts organizations; expands public awareness of Symphoria; advise and assist the marketing staff and outside firm in developing and implementing strategies to increase concert attendance through promotion of subscription and single ticket sales.

- Board, government and community relations: Build constructive and supportive ongoing relationships with Board members, government officials and community leaders. Participate in community activities as an involved and visible representative of Symphoria and as an advocate for music and music education.
- Financial planning and control: Provide executive level financial oversight; develop annual budget and other budgets as needed, ensure that Symphoria is adequately insured; prepare and ensure accuracy of financial statements and such other reports as needed.

### **Characteristics & Traits**

The leading candidate will be a coalition builder who can work at multiple levels in the organization while establishing a basis for trust and shared expectations. The Executive Director will facilitate, support, and promote artistic quality and best business practices through collaborative management and decision making, strategic thinking and pragmatic implementation.

The Executive Director will be sensitive to and supportive of the needs of Symphoria's diverse constituencies including the Music Director, musicians, board members, volunteers, community leaders, and administrative staff. The successful candidate will be an open, communicative and confident professional who brings creativity, imagination, vision, and charisma to the position. The Executive Director will engender an environment of trust and mutual respect and will accomplish goals through motivation, the delegation of authority and the use of systems that are designed for both inclusive decision-making and accountability.

The successful candidate should have exceptional organizational and administrative skills. The ability to plan, set goals and objectives, and to organize and follow through is important. An excellent knowledge of fiscal management is critical, including the ability to increase both earned and contributed income, as well as being an articulate and persuasive spokesperson for Symphoria, adept at oral and written communication.

The leading candidate will have vision, leadership and an appreciation and/or knowledge of music. The Executive Director should also be a model of integrity and fairness and have high ethical standards. Ingenuity, compassion, dedication, enthusiasm, humor, and energy are key attributes.

### **Education:**

An undergraduate degree is required.

### **Compensation:**

Negotiable

### **Experience:**

Experience with not-for-profit administration is desirable, preferably with a music organization.

### **How to Apply:**

Please email cover letter and resume to: [EDSearch@ExperienceSymphoria.org](mailto:EDSearch@ExperienceSymphoria.org)