

**Springfield Symphony Orchestra
Position Announcement
Executive Director**

Springfield Symphony Orchestra, an exciting professional orchestra located in Springfield, Massachusetts, is seeking a dynamic new Executive Director.

The Orchestra

Springfield Symphony Orchestra, Inc. (SSO) gave its first concert in 1944 and counted strong support of local leaders from the beginning. After 68 years of great performances, SSO is the largest professional orchestra in Massachusetts outside Boston, and it is comprised of approximately 80 musicians from the Pioneer Valley, Boston and New York. The main season includes 7 classical concerts, several pops concerts including a December holiday concert, and an array of community and educational outreach programs. The orchestra also performs as the resident orchestra for the Berkshire Choral Festival each summer.

SSO's audience is drawn primarily from western Massachusetts and northern Connecticut. Through regional radio broadcasts, SSO reaches a potential audience of 900,000+ annually. Youth education programs include in-school visits by SSO ensembles in grades 3-6, fall and spring Education Connection Youth Concerts at Symphony Hall, and the Musical Petting Zoo which provides hands-on experience with orchestral instruments to more than 16,000 K-2 students.

The Springfield Symphony Chorus, a volunteer 120-voice chorus, sponsored by SSO since 1945, performs with the orchestra on a regular basis. SSO sponsors two merit-based youth orchestras, offering over 130 area young musicians from 40 area communities professional instruction. Springfield Youth Sinfonia is an introductory orchestra, developing ensemble skills, while the Springfield Youth Orchestra, an advanced orchestra, plays standard orchestral repertoire.

SSO is an economic catalyst as well as a cultural attraction for the city of Springfield. A 2007 study by the Springfield-based Business Friends of the Arts placed the economic impact of the organization at nearly \$4 million.

The President, a volunteer member of the 13 member Executive Board, is the chief executive officer and serves for a two year term. The Executive Director and the Music Director are the two senior employees. The Executive Director has primary accountability for the business operations and financial health of the SSO. The Music Director has primary accountability for music programming and performance quality of the orchestra. The Executive Director and the Music Director work collaboratively and each reports to the President. The Executive Board is the governing board of the SSO, selected by and from among the 41 member Board of Trustees. SSO has a staff including 8 full-time and 9 part-time administrators. The annual budget is approximately \$1.8 million and the SSO has an endowment of approximately \$6.5 million. For more information, please see the website at www.springfieldsymphony.org.

The Position

Springfield Symphony Orchestra seeks an entrepreneurial, creative, action-oriented and collaborative Executive Director. S/he will assume responsibility for the management of all human and financial resources of the SSO and will bring demonstrated leadership skills and management experience. The Executive Director will set the tone for organizational operations in a challenging financial environment, formulating and carrying out policies set by the Executive Board. S/he will be a public face for the orchestra in community activities and in patron/donor relations. The Executive Director will collaborate with Music Director Kevin Rhodes and with the staff team to ensure the financial underpinning and artistic integrity of orchestra

programming. S/he will have direct “hands on” responsibility for achievement of goals established by the board.

Key Responsibilities

- Hiring and supervising the administrative staff, including fund raising, development, marketing, sales, performance production and finance staff.
- Preparing draft budgets for the Executive Board and managing to the budget.
- Working with the Music Director and Music Advisory Committee on classical and other programming.
- Working with the Treasurer (a volunteer member of the Executive Board) to manage the finances of the SSO.
- Solicitation of sponsorships and grants.
- Coordinating and arranging staff support for SSO committees.
- Hiring in collaboration with the Music Director, and negotiating contracts with guest artists, guest conductors and musicians who are not covered by the SSO agreement with the musicians’ union.
- Serving on the management negotiating team for musicians’ union contracts.
- Managing community relations and increasing awareness of the SSO among potential audiences and contributors.
- Assisting the Executive Board with strategic planning.

Relevant Experience, Background and Abilities

- Sound theoretical and operational understanding of managerial and executive principles and practices, including what it takes to motivate staff, hold them accountable, operate a business, develop a vision and put a plan in place to execute it.
- Record of identifying and securing private and public funding.
- Marketing experience and enthusiasm for making a business case to sponsors.
- Ability to think strategically and abstractly to arrive at creative solutions to complex problems associated with expansion of the organization’s reach, network and audience.
- Solid ability to build strong relationships within the organization as well as with community businesses and non profits, donors, subscribers, vendors and others.
- Comfort interacting with top level executives and professionals and all levels of donors.
- Strong knowledge of finances.
- Understanding of the organizational impact of changes in budgeted revenues and expenses and ability to react appropriately to differences between projections and actual outcome.
- Experience with social media platforms and ability to utilize traditional, social media and other electronic communications for marketing and sales.
- Passion for the organization’s mission.
- Experience in performing arts administration a plus.
- Demonstrated success in working with a non-profit governing board.
- Successful supervisory experience.
- Strong oral and written communication skills.
- Residence near or ability to relocate to the Springfield, Massachusetts area.

To apply, please send cover letter, resume and salary history to Susan Egmont at Egmont Associates, segmont@egmontassociates.com.