

Saginaw Symphony Association
Job Description: CEO/Executive Director

Job Title: Chief Executive Officer/Executive Director

Reports To: Board President

Job Summary: The Chief Executive Officer is responsible for managing the human and financial resources of the Saginaw Symphony Association (SSA) dba: Saginaw Bay Symphony Orchestra (SBSO), in order to achieve the mission. To that end, the CEO is responsible and accountable for all aspects of the organization, and implementing the policies set forth by the Board of Directors (Board). The CEO reports to the Board President.

Job Duties and Responsibilities:

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 CEO's scope of responsibilities to promote the efficient operation of the orchestra and the delivery to the public of the services the Association was chartered to provide.
- Provide staff assistance to the Board and its committees; ensure that meeting minutes are recorded and filed.
- 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 for other committee meetings as required.
- Work with other committees as directed.

- Work 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 Board in meeting its goals and to make the experience meaningful for the volunteers.
- Assist direct-service volunteers as necessary to help ensure the success of their activities.

Fund Raising and Development/External Relations

- Ensure effective communications with the SSA's constituencies: volunteer groups, other arts organizations, public agencies, government agencies, and the general public to achieve the public service objectives of the SSA.
- 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.
- Manage preparation and submission of 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.

Artistic Administration

- Assist the Music Director in the development, implementation, and monitoring of the 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 and authoritative parameters set by the Board. Arrange for their transportation, lodging, and entertainment.

Concert Production

- Work in conjunction with the Music Director and SSA staff to develop an annual master plan for orchestra operations, including rehearsal schedules, local and run-out concerts, program themes and ideas, special events, broadcasts, and audience development. Direct implementation of the master plan.
- 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 rental contracts for other concert spaces as required.
- Assist SSA staff in securing the required equipment, instruments, licenses, and permits.
- Ensure that rehearsals and concerts are properly staffed.
- Attend rehearsals and concerts.

Marketing and Promotion

- The CEO has oversight responsibilities of marketing and promotional activities, working in conjunction with the Marketing Coordinator and Marketing Committee.

Finance

- Work in conjunction with the Finance Manager and/or other SSA staff and volunteers to ensure that accurate books of accounts are maintained; maintain bank accounts as directed by the Board.
- Work in conjunction with the Music Director, Finance Manager and/or other SSA staff and volunteers to develop an annual orchestral budget that falls within the approved annual operational budget parameters.
- Work with Finance Manager and/or other SSA staff and volunteers to prepare and submit for 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 with Finance Manager and/or other SSA staff and volunteers, the monthly financial statements, 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.
- Oversee management of administrative functions.
- Work with Finance Manager or others as appropriate in oversight of payroll – administrative and any affiliated entity’s organizational management and instructors.
- Oversee equipment purchase, supplies, etc. according to budget and approval procedures.
- Handle correspondence, including patron suggestions and complaints.
- 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 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 state, local, and federal laws.
- Prepare and revise job descriptions, employee handbook, and employment policies per Board approval.
- Maintain and approve all payroll records for administrative and artistic staff.

Musicians

- Assist Music Director and others as appropriate with negotiating and executing individual contracts for Concert Master and Guest Concert Master, Guest Conductors, and Guest Artists.
- Serve as principal staff spokesperson/liaison to the SSA and SBSO for policy issues and non-artistic matters.

Education

- Oversee and coordinate all of the activities of any affiliated entity collaboration with their volunteers and managers, together with the Music Director, recommend to the Board appropriate education initiatives and implement them. Any such affiliated entity's administration and management report to the CEO.
- Work with any affiliated entity as its organizational liaisons to the public and private schools in planning such as school 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.