CAYUGA CHAMBER ORCHESTRA

Cornelia Laemmli Orth, Music Director

The Cayuga Chamber Orchestra seeks a dynamic, visionary leader to become the Executive Director beginning mid-September 2021. The successful candidate will enjoy building relationships, be an outstanding and creative fundraiser, have a deep appreciation for music, and enthusiastically represent the CCO in all areas.

Title: Executive Director

Purpose: The Executive Director (ED) will oversee the operational, financial, and human resources of the Cayuga Chamber Orchestra (CCO). Responsible for the overall function and public image of the organization, the ED reports directly to the Board of Directors. The ED will lead the Orchestra in a professional manner that champions the musicians and the mission of the CCO.

Mission: The Cayuga Chamber Orchestra, through its professional excellence, vibrant performances, community education, and passion for transformation through music, is devoted to fostering artistic life in the Ithaca and Finger Lakes regions of New York state.

Background: The CCO was founded in 1976 and was officially designated "Ithaca's Orchestra." Each season includes an Orchestral Series, a Chamber Music Series, the Family Series at Tompkins County Public Library, and the long-standing Willard Daetsch Youth Outreach Program, which earned the 2015 Yale Distinguished Music Educator award. The CCO established its Youth Orchestra program in September of 2017 and created its Diversity Fellowship program in 2019. The CCO is continually seeking additional opportunities to serve our diverse community in keeping with our overall mission. Additional information can be found at CCOithaca.org.

I. POSITION REQUIREMENTS

- Experience in a lead administrative role (ex: Managing Director, General Manager) demonstrating the ability to work independently and as part of a team. Previous experience in arts administration a strong plus. Bachelor's degree in a relevant field is strongly preferred, but equivalent educational background will be considered. An appreciation for classical music is required! Knowledge of orchestral and chamber music repertoire is a strong advantage.
- Demonstrated ability to formulate mission-driven projects and programs; able to use creative and innovative approaches to achieve organizational goals.
- Strong interpersonal skills; experience at building and maintaining meaningful relationships with different constituencies.
- Excellent time management and written and verbal communication skills.
- Proficiency in MS Office and other standard programs/applications. Familiarity with standard donor and financial software (i.e. Salesforce, Quickbooks) and design software is a plus.
- Have your own vehicle and be able to lift at least 35 pounds; able to work some weekends and evenings.

II. PRIMARY RESPONSIBILITIES

A. Concert Production

- Develop and implement an annual plan for orchestra operations including concert and rehearsal schedules for local and run-out concerts and special events.
- Secure locations for rehearsals and performances.
- Arrange and manage all aspects of performances including the box office, equipment, instruments, licenses, insurance and permits, as applicable.
- In consultation with the Music Director, seek and secure new opportunities for performances by the orchestra and its ensembles.

B. Fundraising and Development

- Actively seek out and apply for grant, foundation, ~~and~~ corporate sponsorships and funding opportunities. Fulfill all grant report requirements.
- Identify and cultivate new individual and institutional donors.
- Manage and update donor database and ensure appropriate recognition/appreciation of donors.
- Create, plan and execute fundraising events and campaigns (e.g. annual fund drive, benefit auction).
- Establish giving programs for endowment and estate giving.

C. Marketing and Publicity

- Function as the point person for the organization in all promotion and sales efforts.
- Develop and implement a marketing plan for subscription campaigns and individual performances.
- Strategically utilize digital, print and radio media for advertising and branding campaigns.
- Coordinate each season's program book, season brochure, additional print materials.
- Prepare and coordinate any mailings according to schedule.
- Maintain relationships with local and regional media contacts, create and distribute media releases and generate feature stories in print and market broadcast media.
- Execute digital marketing strategy.

D. Administrative and Office Management

- Serve as the primary liaison to the audience, patrons, media, and other arts organizations.
- Manage the CCO business office operations and hours.
- Participate in the development and implementation of a master plan for the orchestra that supports the artistic, financial, and strategic objectives of the organization.
- Ensure that all employer responsibilities are met, and that the organization is in compliance with all local, state, and federal laws.

E. Finance

- Prepare and submit to the Board an annual business plan and operating budget in a timely manner.
- Monitor and manage day-to-day finances, payroll records, routine accounting and bookkeeping.
- Prepare for yearly audit in consultation with outside auditor.
- Develop monthly budget reports in consultation with the Treasurer.
- Ensure that grants are spent and tracked in accordance with grant requirements.
- Provide input on the use of endowment revenue

F. Personnel Management

- Recruit, train and supervise any administrative assistants and interns.
- Oversee the Personnel Manager and Librarian and conduct annual reviews.
- Lead negotiations with guest soloists and conductors.
- Participate in recruitment of new volunteers and Board members.
- Work collaboratively with Volunteer Coordinator to recruit, train, and acknowledge volunteers.

G. Board Liaison

- Advise the Board on matters within the Executive Director's scope of responsibilities to promote the efficient operation of the orchestra and in support of the CCO's mission.
- Communicate with, and attend meetings of Executive Committee and Board on a regular and timely basis.
- Provide regular, timely monthly reports in writing to the Board.

H. General

- Remain informed about activities and developments within the Ithaca region that could present opportunities or challenges for the organization.
- Oversee educational and student programs and projects in the schools, public libraries, and community at large.
- As an ex-officio member of the Music Advisory Committee, participate in the decision-making process for guest artists and conductors, collaborative partners, program themes and ideas, and programs to support the orchestra's artistic objectives. Provide financial information and budget recommendations to help guide the Music Advisory Committee and Music Director in their programming decisions.
- Remain aware of developments related to Diversity, Equality and Inclusivity (DEI) on the local, state, and national levels, as well as within the arts industry, and seek opportunities for the CCO to uphold our own DEI statement and implement the DEI action plan.

III. Employment terms

- Full-time position, salary target is mid $40s-mid $50k range, adjusted for experience and qualifications.
- Office and main venues located in Ithaca, NY.
- Application deadline: August 9, 2021. First-round, online interviews to be scheduled on a rolling basis.
- The successful candidate will begin by mid-Sept 2021.

The Cayuga Chamber Orchestra is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, gender, religion, sexual orientation, disability or any other protected characteristic as outlined by federal, state, or local laws.

TO APPLY: Please submit a one-page letter of interest, C.V., and three professional references by Aug 9, 2021 to general@CCOithaca.org. No phone calls, please. (References will not be contacted without candidate being informed in advance.)