



## **The Piedmont Wind Symphony**

**JOB TITLE:** Executive Director

**REPORTS TO:** Board of Directors

**SUPERVISES:** None at this time but would so when staff are hired

**JOB SUMMARY:** The Executive Director is responsible for managing the human, public relations, marketing/branding, and financial resources of the Piedmont Wind Symphony in order to achieve the symphony'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 Piedmont Wind Symphony and reports to the Board of Directors through the Board President.

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## **JOB DUTIES AND RESPONSIBILITIES:**

### **Planning**

- Assist and participate in the development and implementation of a master plan for the symphony 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 symphony and the delivery to the public of the services that organization was chartered to provide.
- Assist in staffing the Board and its committees; ensure that meeting minutes are recorded and filed.
- Serve as non-voting ex officio member of all Board committees.
- Attend all meetings of the Board; prepare and present reports for each Board meeting.
- Working with the Board Development Committee, help to identify and recruit qualified candidates for Board membership; assist with new member orientation.

**Volunteers**

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

**Fund Raising and Development/External Relations**

- Ensure effective communication with the organization's constituencies: volunteer groups, other arts organizations, public agencies, government agencies, and the general public to achieve the public service objectives of the organization.
- Assist Board and President in fund-raising activities including annual fund, 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.
- Identify prospects, develop comprehensive strategies, and oversee the successful acquisition of new and increased contributions to meet organizational goals.
- 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 symphony and recommend appropriate action to the Board of Directors.

**Artistic Administration**

- Assist in the development, implementation, and monitoring of symphony's artistic objectives.
- Consult with the Music Director in the selection of guest artists, guest conductors, performing groups, and programs to support the symphony'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**

- Develop an annual master plan for symphony 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 symphony and its ensembles.
- Negotiate and execute concert hall leases and rent other concert space as required.
- Secure required equipment, instruments, licenses, and permits as needed.
- Ensure that rehearsals and concerts are properly staffed.
- Attend concerts; attend rehearsals as needed.

**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 symphony.

**Finance**

- Ensure that accurate books of accounts are maintained; maintain bank accounts as directed by the Board.
- Prepare and submit for approval annual operating budgets. Monitor and authorize expenditures in accordance with approved budget; prepare updated projections based on actual income and expense activity.
- Prepare 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.
- Maintain adequate insurance to protect the symphony'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.
- 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 as approved by the Board.
- Maintain all payroll records for administrative and artistic staff.

**Education**

- Together with the Music Director, recommend to the Board appropriate education initiatives and implement them.

**General**

- Keep abreast of activities and developments in the symphony field; advise the Board of matters that may be helpful to promote the symphony's objectives.
- Responsible for seeing tasks related to the Piedmont Wind Symphony are carried out.
- Perform all other job-related duties/responsibilities as assigned by Board President.

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**Required Education, Knowledge, Skills, Abilities:**

- At least 2 years of relevant work experience.
- Excellent organizational and project management skills.
- Detail oriented in coordinating activities and completing assignments.
- Ability to manage and maintain confidentiality of sensitive information.
- Strong interpersonal skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- General familiarity with the principles and practices of nonprofit management and fundraising

- Demonstrated ability to thrive in a complex and dynamic environment, managing conflicting priorities, and coordination of multiple projects while maintaining productive professional relationships.
  - Strong team player who enjoys working collaboratively and demonstrates initiative, creativity, sound judgment, and discretion. Able to both delegate and execute as circumstances require.
  - Excellent writing, editing, communication, and problem-solving skills.
  - Proficiency in technical and computer skills required to successfully execute essential functions, including, but not limited to, budget preparation, fiscal management, and database management.
  - Ability to travel for Piedmont Wind Symphony business and to work evenings and weekends as needed.
  - Possess valid driving license and pass a background investigation and drug screen test.
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**The Piedmont Wind Symphony seeks to recruit and retain a diverse workforce, and encourages qualified candidates across all group demographics to apply.**

**Job Location**

Winston-Salem, North Carolina, United States

**Position Type**

Full-Time

**Benefits Eligibility**

Negotiable

**Grant funded**

Partially

**Hiring Range**

Commensurate with education and experience.