

Wichita Falls Youth Symphony Orchestra

Outstanding Students – Exceptional Performances – Lifelong Love of Music

Executive Director Position

The Executive Director is responsible for overseeing the administration, programs, and strategic plan of the organization. Key duties include fundraising, business administration, marketing and promotion, and community engagement. This position reports to the Executive Committee of the Board of Directors.

Qualifications

- High level strategic planning, time management and organization skills.
- Strong written and oral communication skills to effectively convey the organization's mission to all constituencies.
- Experience with active fundraising. Excellent donor relations and understanding of the funding community.
- Ability to develop and implement marketing efforts via conventional and social media.
- High degree of energy and commitment to music education at all student levels.
- Ability to handle confidential information with maturity. Background and credit check required.
- Bachelors Degree or work experience equivalent.
- 35 hours/week with flexible work schedule. Hours include Sunday afternoon rehearsals (required).

Responsibilities

Administration

- Ensure that accurate books and accounts are maintained; produce monthly financial statements for board review and approval; pay all invoices and process donations timely.
- Maintain all payroll records and ensure that all employer responsibilities are met in compliance with all local, state, and federal laws.
- Prepare and revise job descriptions, musician's handbook, membership policies, board manual, policies and procedures.
- Maintain current membership roster, attendance records, and orchestra history.

Communication

- Ensure effective, consistent, and accurate communication with the WFYSO parents, student musicians, volunteers, public schools, funding sources, and the board of directors.
- Oversee the development and production of all printed materials, social media content and other media used to promote and publicize the orchestra and its activities.
- Serve as the WFYSO's primary spokesperson to the media and general public.

- Engage with other area organizations to develop relationships to enhance WFYSO's mission and visibility in the community.

Fundraising

- Assist board in fundraising activities, including annual fund drives, corporate sponsorships, special events and identification and cultivation of donors.
- Prepare and submit grant applications and reports to foundations, corporations and government agencies. Ensure that grants are spent in accordance with grant guidelines.
- Maintain accurate and complete records of financial contributions. Ensure all contributions and support are acknowledged as may be required by law.

Artistic Administration

- Collaborate with the Music Director and Program Committee to seek and obtain new opportunities for performances by the orchestra and its ensembles.
- Secure the necessary rehearsal and concert space, equipment, instruments, music scores, licenses, and permits; ensure adherence to copyright laws.
- Collaborate with the Wichita Falls Symphony Orchestra and other arts groups as necessary for joint programming with the YSO.
- Schedule auditions. Attend all rehearsals and concerts.

Strategic Planning

- Develop and implement annual master plan for orchestra operations, including rehearsal schedules, concerts, special events, broadcasts, and audience development.
- Ensure that the organization is effectively and competently staffed.
- Prepare annual operating budget, in conjunction with the Finance Committee.

Please submit your resume and cover letter to exec@wfyouthsymphony.org
or mail to:

Wichita Falls Youth Symphony Orchestra
Attn: Board Chair
1300 Lamar St.
Wichita Falls, TX 76301.