

EXECUTIVE DIRECTOR SEARCH ANNOUNCEMENT

Victoria Symphony Society

Victoria, TX

<https://www.victoriasymphony.com>

Seeking a dynamic professional responsible for the consistent achievement of the organization's mission and financial objectives while overseeing its day-to-day operations.

Organization: In its 50th season, the Victoria Symphony Orchestra (VSO) is a well-established orchestra consisting of 60+ members serving the greater Victoria and south-central Texas region. The VSO season (September through April) currently consists of a subscription series of four classical masterworks concerts and one pops concert. Additional concerts and ensemble performances are also given as part of area community outreach and education programs. Series concerts are performed in the 1,481-seat state-of-the-art Victoria Fine Arts Center. The annual budget is approximately \$800,000. The Music Director and Conductor is Darryl One of Modesto, CA.

Location: Victoria, Texas, is conveniently located near the Texas Gulf Coast and approximately a two-hour drive from Houston, Austin, and San Antonio. Victoria is centrally located in a region of roughly 200,000 people. Victoria offers numerous opportunities for commerce, education, and entertainment, including the Victoria Regional Airport; University of Houston-Victoria; Victoria College; the Victoria Mall; a regional transit system; public parks with fishing and water sports; the Texas Zoo; a conference center; centers/theatres for the performing arts; and various art, history, and science museums. Victoria plays host to other performing arts organizations and year-round concerts, ballets, plays, historical tours, and festivals for all ages. Victoria has a progressive medical community, featuring several hospitals and inpatient and outpatient clinics.

Duties and Qualifications: See Executive Director Job Description.

Compensation: Commensurate with experience.

Application: Please send a cover letter, resume, and completed Executive Director Application Form by March 22, 2024, to jobs@victoriasymphony.com.

EXECUTIVE DIRECTOR JOB DESCRIPTION

CLASSIFICATION

Full-time Exempt

ORGANIZATION OVERVIEW

The Victoria Symphony Society (VSS) is a professional arts organization located in

Victoria, Texas. The VSS staff support the Music Director and 60+ musicians in executing a season of performances that includes five subscription concerts, four family/education concerts, an annual fundraising gala, and several special events. The Victoria Symphony Orchestra (VSO) performs in the 1,481-seat Victoria ISD Fine Arts Center. The VSS staff are responsible for all marketing, producing, fundraising, financial management, and administrative matters of the organization.

BROAD FUNCTIONS

The Executive Director serves as the day-to-day manager of the VSS and reports to the President of the Board of Directors (Board). The Executive Director serves as the administrative counterpart to the Music Director to maintain a fiscally sound and artistically superior orchestra. The Executive Director is responsible for managing the staff and financial resources to achieve the VSS's mission and for leading the overall operations of the organization through effective management and financial development. The joint leadership of the Executive Director and the Music Director provide vision, guidance, and information needed to enable the Board to adopt progressive, sound, and practical plans for the continued evolution of the VSS. The Executive Director must be able to interact competently and respectfully with a culturally and ethnically diverse population of musicians, Board members, volunteers, and staff, and be able to work respectfully with all age groups. Most importantly, the Executive Director must have the ability to give direction and guidance and possess the self-assuredness and confidence to enforce rules and regulations.

DUTIES AND RESPONSIBILITIES

1. Revenue Enhancement

The Executive Director

- works with the Board to develop strategies and define how key messages will be delivered to various individuals and institutions to maximize visibility, brand, and revenues of the VSO;
- works with the Finance Committee in preparing and adhering to a yearly development plan to generate revenue objectives as established by the budget;
- works with Board committee chairs to develop an annual fundraising plan, which includes the annual fund drive, sponsorships, grant applications, and special events;
- works to develop and execute a marketing and communication plan to promote all programs and events, using appropriate advertising and publicity to achieve maximum season and single ticket sales;
- ensures that all contributions and other support are acknowledged as may be required by law and as is otherwise appropriate, maintains accurate and complete records of financial contributions and other substantial support, and maintains a detailed accounting system of donors in coordination with other VSS staff;
- prepares and submits grant applications and reports to foundations, corporations, and government agencies; and
- makes presentations as requested by the President, Executive Committee, or other Board members.

2. Strategic Planning and Action Plan Implementation

The Executive Director

- participates in the short-term operational and long-range strategic planning and implementation processes of VSS, including the effective mentoring and supervision of the organization's compensated staff, mobilization of its technological resources, and responsibility for decision-making related to appropriate use of fiscal resources;
- assists the Board in the development and implementation of a strategic plan for the orchestra that supports the artistic, financial, and public relations objectives of the VSS;
- assists the Executive Committee in the development and implementation of current and long-range administrative and personnel planning to ensure effective structure and competent staffing;
- in coordination with the Orchestra Personnel Manager, maintains and facilitates relationships with musicians and their Orchestra Committee;
- works with the Board to recruit and select employees for approved staff positions;
- supervises staff, reviews staff performance with the Board President, and performs annual staff assessments and goal setting; and
- directs volunteers as necessary to help ensure the success of their activities.

3. Governance and Financial Management

The Executive Director

- provides support to best utilize the talents and resources of the Board, stimulate involvement, and work closely with the Board to ensure strong fiscal health and effective governance of the VSS;
- attends all committee meetings as requested and provides executive support which may include, but is not limited to, developing agendas, preparing reports, and ensuring that all meeting minutes are recorded and maintained;
- provides the Board Treasurer with all bookkeeping details on a monthly basis for further analysis and reporting;
- ensures that all financial obligations are paid on time in consultation with the Board Treasurer.
- oversees the accurate and timely recording all financial information and transactions in the financial software system;
- oversees the implementation of the payroll process for all musicians to ensure accurate and timely payments;
- maintains the Board's confidence, safeguards operations by keeping information confidential, and adheres to all safety and housekeeping policies and procedures in the VSS Employee Handbook; and
- contributes to the team effort by accomplishing related duties and special projects as needed and directed.

4. Institutional Growth and Branding

The Executive Director leads the staff in creating an environment that supports the

VSS's mission, including

- cultural experiences for Victoria and surrounding communities, including symphonic performances and special events;
- performance opportunities for musicians, performing arts groups, and educational groups that promote creative musical and artistic talent; and
- educational programs that foster knowledge and appreciation of symphonic music, with a special focus on youth.

The Executive Director serves as a connector between the organization and key outside groups and individuals by

- seeking new opportunities, in conjunction with the Music Director, for performances throughout the South Texas region;
- working with the Orchestra Personnel Manager and Patron Services Manager to manage contracts and coordinate all elements and logistics of concerts;
- providing support to the Music Director as needed;
- ensuring effective communication with the Board's constituencies, volunteer groups, other arts organizations, public agencies, government agencies, and the general public; and
- coordinating and overseeing all activities related to the VSS's educational programs in collaboration with the Director of Education.

REQUIRED CHARACTERISTICS

The Executive Director applicant should

- have the ability to understand and embrace the VSS's unique mission, being sensitive to and supportive of the needs of its diverse constituencies, including subscribers, donors, Board members, volunteers, sponsors, community leaders, and administrative staff;
- be a self-directed person who takes the initiative to start and complete projects;
- be a results-oriented leader who has a keen ability to organize and motivate people to accomplish institutional goals while creating a sense of order and strategic direction;
- represent the VSS in a positive manner, which will require superior interpersonal skills, verbal and written presentation abilities, and leadership qualities that include futuristic thinking, team building, and overall management talent;
- have key attributes, such as an understanding of institutional image building, marketing, external relations, and fund development, and have the presence and capacity to move initiatives forward in each of these areas; and
- be a model of integrity, fairness, high ethical standards, ingenuity, compassion, dedication, and enthusiasm.

EXPERIENCE AND QUALIFICATIONS

The Executive Director applicant should have

- management experience in a non-profit organization, preferably in the performing arts;
- basic proficiency in computer software;

- a musical background (preferred);
- a successful record in fundraising;
- experience in marketing;
- strong written and verbal communication skills;
- strong interpersonal skills; and
- well-developed organizational and motivational skills.

EXECUTIVE DIRECTOR APPLICATION FORM

Please copy and paste the questions and your responses into a separate file.

1. Full Name:
2. Address:
3. Phone Number:
4. Email:
5. Do you have a driver's license?
6. Are you willing to relocate? (For applicants not already living in this area.)
7. What is your preferred minimum annual compensation (not including benefits)?
8. List at least three references with addresses and phone numbers: