

## **EXECUTIVE DIRECTOR JOB DESCRIPTION THE HUNTSVILLE YOUTH ORCHESTRA**

<b>JOB TITLE:</b>	Executive Director
<b>POSITION:</b>	Part-time; roughly 25-30 hours per week
<b>SALARY:</b>	Salaried position; \$25,000-29,000 annually depending on qualifications and experience.
<b>REPORTS TO:</b>	Board President
<b>COLLABORATES WITH:</b>	Music Director
<b>SUPERVISES:</b>	Executive Assistant, Accountant, and Volunteers

**JOB SUMMARY:** The **Executive Director** is a detail-oriented, enthusiastic, and collaborative person who can lead the organization's strategic vision in terms of fundraising and sponsorships, personnel and volunteer management, event planning, and other administrative tasks. The Executive Director is committed to and understands how music brings communities together and seeks to facilitate that mission here in Huntsville. More information about our organization at: <http://huntsvilleyouthorchestra.org/>

### **Requirements**

- Knowledge of music, preferably orchestral
- Ability to work well with many different people groups (donors, parents, board members, musicians, etc.)
- Grant writing experience a plus

### **Responsibilities**

- Work in partnership with the Music Director to create a meaningful artistic and educational experience for students
- Serve as the chief spokesperson for the organization for non-artistic activities.
- Investigate and pursue fundraising opportunities including grant writing, securing sponsorships, and cultivating donor relationships
- Develop, cultivate, and manage the use of available personnel resources, including volunteers, work-study scholarship recipients, paid administrative staff, and donated services
- Support and assist in the development of the organization's annual operating budget and track resource utilization
- Assure clear and timely communication with orchestra members and parents
- Coordinate the functions of the organization including auditions, registrations, concerts, the Tennessee Valley Music Festival, trips, grant applications, fundraisers, and any other special activity
- Attend evening/weekend rehearsals, performances, auditions, etc. as needed
- Serve as Administrative Director for the Tennessee Valley Music Festival
- Attend board meetings with prepared regular status reports
- Oversee the Chamber Music Program
- Coordinate marketing efforts, including posters, website, and social media

**To Apply:** Please send a cover letter, two references, and resume to [hyo.personnel@gmail.com](mailto:hyo.personnel@gmail.com). Application review will begin on December 1, 2022 and remain open until filled.