

Job Announcement

**Executive Director**

The Missouri Symphony  
Columbia, Missouri

**The Organization:**

The Missouri Symphony has roots going back to 1970 when an informal group of music lovers, led by Hugo and Lucy Vianello, held meetings, defined objectives, and incorporated the Missouri Symphony Society as a non-profit community organization. Soon after, a youth orchestra, a symphony league, and a regional orchestra grew out of those meetings. Just recently, all three programs have been re-branded under the auspices of The Missouri Symphony – affectionately called MOSY. The youth program, now called The Missouri Symphony Conservatory, comprises three different orchestras for students ages 5-18 with an upper level chamber group reserved for select players. The Conservatory has almost 120 students involved in all the programs annually and is the largest independent music education program for children in the region. The Missouri Symphony Orchestra contracts professional musicians for a summer festival known as Hot Summer Nights (HSN), which has grown from two weeks in 1977 to five weeks with almost 30 performances. Kirk Trevor is the Music Director of the Missouri Symphony and serves as the conductor of the Orchestra and the Conservatory. The Missouri Symphony League raises money throughout the year for both the Conservatory and HSN. MOSY is dedicated to enhancing and increasing the cultural awareness of classical music in the mid-Missouri region through high caliber performances by both young and professional musicians.

**The Community:**

Columbia offers small-town friendliness with big city features and a high quality of life for people of all ages and interests. Though the city was founded on education, its location also makes it an attractive spot for businesses and travelers. Located on Interstate 70 and US Highway 63, Columbia is right in the middle of the state and the nation. Just a couple hours' drive from St. Louis and Kansas City, Columbia is Boone Country's largest population center at 120,000 and has received numerous national awards and recognitions. It has a thriving arts community with an art league, professional ballet company, civic band, orchestra, and choir, and all the resources from three university arts programs including the University of Missouri, which is the flagship institution of the state.

**The Position:**

The Executive Director (ED) of the Missouri Symphony is in charge of strategic planning, fundraising, marketing, and administration for the organization which includes the professional summer orchestra and the conservatory. In addition, the ED is expected to be the primary spokesperson and public relations ambassador for the entire organization. The ED works closely with the Board of Directors on long-term planning and communication regarding all of the organization's activities. The ED should be energetic, visionary, empathic, have good people skills, and love orchestra and youth education.

**EXPECTATIONS/DUTIES**

**Strategic Planning**

- \* Develop and implement a master plan for the organization that supports the artistic, financial, and public relationship objectives
- \* Regularly communicate this plan with the Music Director and the President of the Board of Directors (BOD)

**Board of Directors**

- \* Serve as ex-officio member of all Board committees
- \* Attend all meetings of the BOD (16 members) and Executive Committee (EC); prepare and present reports for each Board and EC meeting and for other committee meetings as required
- \* Work with Nominating Committee to help identify and recruit qualified candidates for Board membership; assist with new member orientation
- \* Coordinate communication between committees

**Development**

- \* Develop an annual fundraising plan, including major gifts, memberships, grants, sponsorships and events, in conjunction with the Development Committee from the BOD and appropriate committees; in subsequent years, increase fundraising dollars from initial plan
- \* Implement the fundraising plan to assure sufficient income is received to maintain a balanced budget
- \* Cultivate relationships with area businesses/organizations; solicit corporate sponsorships
- \* Conduct annual membership drive
- \* Coordinate with Grants Committee to identify and execute new grant opportunities

#### Marketing/Public Relations

- \* Market and sustain the organization's branding
- \* Ensure effective communication with MOSY constituents – members, other arts organizations, mid-Missouri community to develop a strong community-wide image
- \* Develop and implement a marketing plan for all facets of the organization, in coordination with the Executive Committee and the Music Director
- \* Maintain relationships with media contacts and generate stories for circulation

#### Administration

- \* Develop and provide an annual budget, with feedback from the Music Director, to the Budget and Finance Committee
- \* Oversee expenditures to maintain balanced budget
- \* Hire and manage personnel (currently Conservatory Coordinator and Office Administrator)
- \* Assure contract compliance for contracts approved by the Board of Directors, including the contracts for the Music Director, marketing, and financial services

#### **QUALIFICATIONS**

Evidence of a passion for orchestra and youth education through music. Excellent written and oral communication skills. Strong public relation skills. Experience in personnel and budget management, in addition to fundraising and grant writing. Willingness to problem solve and work with a diverse community of staff, students, volunteers, and Board members.

Salary: Competitive salary based on experience

Benefits: options to be discussed at interview

#### **APPLICATION PROCESS AND DEADLINE**

Submit application letter and resume via email to:

Tina Workman, MOSY President

Subject: MOSY Executive Director Search

[tworkman@shelterinsurance.com](mailto:tworkman@shelterinsurance.com)

#### **EQUAL OPPORTUNITY STATEMENT**

The Missouri Symphony is an equal opportunity employer. No person is unlawfully excluded from consideration for employment because of race, color, religious creed, national origin, ancestry, sex, sexual orientation, age, veteran status, marital status, or physical challenges.

THE  
MISSOURI  
SYMPHONY  
ORCHESTRA

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KIRK TREVOR, MUSIC DIRECTOR

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**Hugo Vianello** Symphony Founder and Conductor Laureate