



JOB OPENING: Executive Director, Billings Symphony

POSTED Aug. 2, 2022. Deadline for applications is August 31, 2022

Founded in 1951, the Billings Symphony serves the Billings, Montana metropolitan area (population of 150,000+) and surrounding communities in eastern Montana and northern Wyoming. With recent record-breaking ticket sales, a series of balanced budgets, a healthy endowment, a program of 30 events per year in 13 different venues, and the renovation of the 1400-seat Alberta Bair Theatre, the Billings Symphony is entering one of the most exciting periods in its history. The Billings Symphony is composed of the Billings Symphony Orchestra, Billings Symphony Chorale, and the Billings Symphony Youth Orchestra. The Billings Symphony features an eight-concert Classic Series, the Sukin Series (small ensemble and soloists), and a free Family Series that includes its annual tradition of Symphony in the Park. Each year the Billings Symphony helps introduce thousands of people in the region to music through its free Explore Music!, education and community engagement program. The Billings Symphony Chorale is a robust chorus comprised of local college students and community members. The Chorale is directed by Dr. Steven Hart, professor of choral music at Rocky Mountain College and performs with the Billings Symphony during regular season concerts as well as offering an all-chorale concert each year. The Billings Youth Orchestra (BYO) recently joined the Billings Symphony as and is open to all young musicians from pre-k to high school. Its four directors are musicians with the Billings Symphony.

Billings is a regional hub for health care, retail outlets, financial services, a state university and private colleges, and cultural organizations serving a trade area of over half a million people. Due to its good schools, affordable housing, and proximity to such destinations as Yellowstone Park, the Beartooth Mountains and numerous trout and kayaking streams, in top 100 metropolitan areas in the U.S. in Wall Street Journal's Emerging Housing Market Index. Billings' thriving downtown scene features an accredited regional art museum, an internationally acclaimed library, a new minor league baseball park, a newly renovated performing arts theater, art cinema theater, restaurants, craft breweries, bike paths and parks.

REPORTING RELATIONSHIPS

The Executive Director will report to the Billings Symphony Board of Directors through the Chair of the Board. The Executive Director's artistic counterpart is the Music Director, who also reports to the Billings Symphony Board of Directors.

The Executive Director supervises the General Manager.

The General Manager supervises the Director of Marketing & Audience Development, Manager of Development & Events, Finance Assistant, and the Administrative Assistant.

GENERAL FRAMEWORK

The Executive Director and the Music Director are responsible for providing leadership, vision and information needed to enable the Board of Directors to adopt constructive progressive, sound, and practical plans for the continued development of the organization and the continued enrichment of the musical life of the community.

PRIMARY RESPONSIBILITIES

Planning

- Provide administrative leadership for the organization—generating and implementing ideas to promote the mission of the organization.
- Partner with the Board of Directors in the development and implementation of a master plan and strategic plan for the Billings 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 Billings Symphony and the delivery to the public of the services the Billings Symphony was chartered to provide.
- Staff the Board Committees and serve as an ex officio member of all Board committees.
- Prepare and present reports for each Board and Executive Committee meeting and for other committee meetings as required.
- Collaborating with the Governance Committee, help to identify and recruit qualified candidates for Board membership and assist with new member orientation.

Fundraising and External Relations

- Ensure effective communication with the Billings Symphony's constituencies including Board members, orchestra members, subscribers, donors, volunteers, other arts organizations, public agencies, government agencies, and the general public to achieve the mission of the Billings Symphony.
- Coordinate advocacy activities at local, state, and federal level.

- Monitor legislative activity that affects the Billings Symphony and recommend appropriate action to the Board.
- Together with the General Manager oversee and coordinate:
- Effective fundraising/development activities, including the annual fund drive, corporate sponsorships, special events, endowment campaigns, planned giving program, and identification and cultivation of donors.
- Ensure that all contributions and other support are acknowledged as may be required by law.

Finance

- Ensure that accurate bookkeeping of accounts and bank accounts are maintained as directed by the Board.
- Prepare monthly financial statements, including cash flow projections for Board review and approval.
- Prepare updated projections based on actual income and expense activity.
- Submit a proposed budget for the following fiscal year (July 1-June 30) for approval by the Finance Committee by May 15 of each year, and the Board by June 30 of each year.

Artistic Administration

- In collaboration with the Artistic Committee, assist the music director in the development, implementation and monitoring of the Billings Symphony's artistic objectives.
- Consult with the Music Director in the selection of guest artists, guest conductors, performing groups, and programs to support the Billings Symphony's artistic objectives.
- Negotiate contracts for all guest artists within budget parameters set by the Board, and oversee their transportation, lodging, and entertainment.
- Attend all concerts and events.

Concert Production

- In consultation with the Music Director, seek and obtain new opportunities for performances by the orchestra and its ensembles.
- Negotiate and execute concert hall leases and rent other concert spaces as required.

Marketing and Public Relations

Together with the General Manager: Supervise the development and implementation of a marketing plan for subscription campaigns and for individual performances, using

appropriate advertising and publicity to achieve maximum season and single ticket sales, and oversee ticket sales.

Administration

- Within budgets, salary schedules and personnel policies adopted by the Board, hire, supervise, dismiss (when appropriate) and motivate staff responsible for development, marketing and audience development, education and outreach, bookkeeping/accounting, and other administrative functions.
- Evaluate staff performance as needed but at least annually in writing.
- Ensure that all employer responsibilities are met, and that the organization is in compliance with all local, state and federal laws.

Musicians

- Negotiate the master agreement on a bi-annual basis.
- Meet with the Orchestra Committee as needed.
- Ensure proper implementation of the master agreement.

Education and Outreach

Together with the Music Director and education outreach staff, work to develop additional performances in locations that meet the mission of Explore Music!.

PREFERRED COMPETENCIES AND QUALIFICATIONS

The Billings Symphony seeks an Executive Director with the following qualifications:

- A minimum of a bachelor's degree and several years of orchestra, opera or festival management experience.
- A commitment to the Billings Symphony mission – to enrich lives through music.
- A record of leadership in an orchestral or performing arts environment and strong management, business and financial acumen including staff development, resource allocation, marketing, fundraising and fiscal management.
- Visionary and strategic leadership skills and the ability to collaborate successfully with major stakeholders, including the Board of Directors, musicians and staff.
- A deep understanding of the board process and experience partnering with effective fundraising and governance boards.
- Fundraising experience including deep and enduring relationships with various stakeholders, donors, and potential donors including government, corporations, foundations and individuals.
- An ability to foster open, transparent dialogue across the organization.
- Exceptional public speaking and presentation skills and an ability to represent the Billings Symphony to a variety of audiences and stakeholders.



- Integrity, intellectual curiosity and honesty, high energy, empathy, boldness, open-mindedness, creativity, authenticity and warmth.
- Ability to oversee and manage all aspects of the organization's operations (except for duties delegated to the Music Director) including budget and finances, strategic planning and collaborating with the General Manager to oversee development, events, marketing and education/outreach.

SALARY & BENEFITS

The Billings Symphony offers a competitive salary and comprehensive benefits which include health/dental insurance and an employee savings plan.

APPLICATION INSTRUCTIONS

All applications must be accompanied by a cover letter and resume. Cover letters should be responsive to the mission of Billings Symphony as well as the responsibilities and qualifications stated in the position prospectus. Review of applications will begin immediately, so time is of the essence.

To apply for this position, submit a cover letter and resume by email to the Search Committee at careers@billingsymphony.org.