



**EXECUTIVE DIRECTOR  
CENTRAL WISCONSIN SYMPHONY ORCHESTRA**

Job Title: Executive Director

Reports To: Board President and Board of Directors

Colleagues: Music Director

Supervises: Executive Assistant  
Education and Engagement Coordinator  
Music Librarian  
Interns  
Volunteers

**About the CWSO**

The Central Wisconsin Symphony Orchestra, established in 1948, is a regional, professional organization, serving the residents of Central and Northern Wisconsin. The 80-member orchestra's mission is to enrich, engage, and educate through the power and performance of live music, with a vision of serving as a center of artistic excellence. Through leadership and partnerships, the CWSO nourishes spirits, and develops intellectual and creative capital, adding value for all.

**Job Summary:**

The Executive Director is responsible for managing the human and financial resources of the Central Wisconsin Symphony Orchestra (CWSO) in order to achieve the orchestra's mission. To that end, the Executive Director is responsible and accountable for all aspects of the organization and implementing the policies set by the Board of Directors. The Executive Director will serve as the chief operating officer of the CWSO and reports to the Board of Directors through the Board President. This is a full-time salaried position of approximately 40 hours per week. Some night and weekend availability is required.

**Qualifications:**

Demonstrated experience in a leadership role with a nonprofit performing arts organization is preferred, with results in achieving successful fundraising and institutional advancement efforts, artistic and educational impacts, and operational efficiency. Candidates must have experience planning, designing, and implementing effective programming, marketing, and fundraising efforts. Bachelor's degree in a related field is preferred and graduate degree or equivalent experience in business, arts administration, or a related field is highly desirable. Basic computer knowledge and good time management skills are preferred.

**Job Duties and Responsibilities:**Planning

- Assist and participate in the development and implementation of a master plan for the orchestra 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 orchestra and the delivery to the public of the services the Association was chartered to provide.
- Staff the Board and its committees; ensure that meeting minutes are recorded and filed.
- Serve as an Ex Officio member of all Board committees.
- Attend all meetings of the Board and Governance Committee; prepare and present reports each Board and Governance Committee meeting and for other committee meetings as required.
- Working with the Nominating Committee, help to identify and recruit qualified candidates for Board membership; assist with new member orientation.
- Assist the Board in planning and implementation of the annual meeting of the Board.

### Fund Raising and Development/External Relations

- Ensure effective communications with the CWSO's constituencies: volunteer groups, other arts organizations, public agencies, government agencies and the general public to achieve the public service objectives of the CWSO.
- Assist Board and President in fund-raising activities, including annual fund drive, corporate sponsorships, special events, endowment campaigns, planned giving program and identification and cultivation of donors.
- Seek out, prepare and submit grant applications and reports to foundations, corporations, and government agencies.
- Ensure that all contributions and other support are acknowledged as may be required by law and as is otherwise appropriate; maintain accurate and complete records of financial contributions and other substantial support.
- Direct advocacy activities at local, state and federal level. Monitor legislative activity that affects the orchestra and recommend appropriate action to the Board of Directors.

### Artistic Administration

- Assist in the development, implementation and monitoring of orchestra's artistic objectives.
- Consult with the Music Director in the selection of guest artists, guest conductors, performing groups and programs to support the orchestra's artistic objectives.
- Negotiate contracts for all guest artists within budget parameters set by the Board. Arrange for their transportation, lodging and entertainment. Hire itinerant players as needed.
- Arrange for all hospitality and per diem of guest artists
- Prepare and review all contracts for guest artists, major contracted services and staff employment offers for the Executive Director's signature.

### Concert Production

- Develop an annual master plan for orchestra operations, including rehearsal schedules, local and run-out concerts, program themes and ideas, special events, broadcasts and audience development. Direct implementation of the master plan.

- 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 space as required.
- Secure required equipment, instruments, licenses and permits.
- Oversee the movement of equipment by the stage crew.
- Ensure that rehearsals and concerts are properly staffed.
- Attend rehearsals and concerts as necessary.

#### Marketing and Promotion

- Work with the board marketing committee to develop and implement a marketing plan for subscription campaigns and for individual performances, using appropriate advertising and publicity to achieve maximum season and single ticket sales; oversee ticket sales operations.
- Maintain relationship with media contacts; generate feature stories in print and broadcast media about the orchestra.

#### Finance

- Working with the Executive Assistant and Treasurer, ensure that accurate books of accounts are maintained; maintain bank accounts as directed by the Board.
- Working with the Executive Assistant and Treasurer, prepare and submit for approval annual operating budgets. Monitor and authorize expenditures in accordance with approved budget; prepare updated projections based on actual income and expense activity.
- Oversee the Executive Assistant in preparing monthly financial statements, including cash flow projections, for Board review and approval. Review and approve accounts payable and receivable.
- Ensure that grants are spent in accordance with grant guidelines and that all reporting requirements are met.

#### Administrative

- Maintain the business office of the organization.
- Purchase equipment, supplies, etc., according to budget and approved procedures.

- Handle correspondence, including patron suggestions and complaints.
- Maintain document according to legal requirements and/or Board policies and procedures.
- Maintain adequate insurance to protect the orchestra's assets/property as well as Directors and Officers insurance for the Board of Directors.
- Recruit, select and supervise administrative staff. Promote, discipline and terminate in accordance with legal requirements and Board policy. Evaluate staff performance as needed but at least annually in writing. Maintain personnel files.
- Recruit volunteers and hire interns.
- Develop, implement and monitor compensation and benefits programs.
- Ensure that all employer responsibilities are met and that the organization is in compliance with all local, state and federal laws.
- Prepare and revise job descriptions, employee handbook and employment policies.

### Musicians

- Assist Music Director in hiring of all musicians; negotiate and execute individual contracts according to approved budget and policies set by the Board.
- Serve as principal staff spokesperson/liaison to the orchestra for policy issues and non-artistic matters.
- Coordinate and collaborate all aspects of auditions along with Music Director.
- Work with organizations to help secure musicians for other CWSO events in the communities.

### Education

- Together with the Education and Engagement Coordinator, recommend to the Board appropriate education initiatives and implement them.

### General

Keep abreast of activities and developments in the orchestra field; advise the Board of matters that may be helpful to promote the orchestra's objectives.

Perform other duties as assigned by the President of the Board.



### **Compensation and Benefits**

CWSO offers an attractive compensation package including salary, flexible health insurance, simple IRA, as well as vacation, PTO, and professional development opportunities, including travel for technical training and organization meetings.

### **Applications and Inquiries**

Please submit a cover letter and resume (electronic submissions preferred) by November 29, 2021, with a summary of demonstrable accomplishments to:

CWSO

ATTN: Bruce Barnes, President, Board of Directors

P.O. Box 65

800 Main Street

Stevens Point, WI 54481

Email: [cwso@cwso.org](mailto:cwso@cwso.org)

Central Wisconsin Symphony Orchestra is an equal-opportunity employer that welcomes any qualified applicant and values diversity, equity, access, and inclusion.