

Danville Symphony Orchestra Executive Director

Hours: 20-25 hours per week (nominal), some months much less, concert weeks more

Location: Hybrid DSO office, concert venues, board and community meetings, some telework

Starting Salary: \$36,000 per year, exempt

Reports to: DSO Board of Directors

The Danville Symphony Orchestra is seeking an Executive Director, effective immediately. The candidate will be an enthusiastic, energetic individual who thrives on multi-tasking and interacting positively with people and community. The Executive Director will exhibit excellent communication skills, including outstanding writing abilities relevant to the work required. As many of the job functions take place in the city of Danville, the ideal candidate must reside in—or within commuting distance of—Vermilion County, Illinois.

The Danville Symphony Orchestra

The Danville Symphony Orchestra is a non-profit professional orchestra in East Central Illinois, currently entering its 55th season. The DSO currently performs four ticketed subscription concerts each season plus two free Education Concerts (performed the same day) for students grades 4-6 every spring, supported in part through partnership with Danville District 118 schools. The orchestra actively collaborates with District 118 schools and others in the DSO regional footprint in accordance with its mission of advancing excellence in community and youth arts education.

The orchestra employs professional musicians, many with graduate degrees in music, from the surrounding region and locally. Community arts organizations and individuals have collaborated with DSO productions on an ongoing basis. The DSO occasionally hosts additional performances and in other venues, such as outdoors and in churches. It currently performs its ticketed season at the historic Fischer Theatre, a recently restored 19th-century architectural gem. On December 18th, 2022 the orchestra will perform *The Nutcracker* with the Springfield Ballet Company at the Dick Van Dyke Auditorium at Danville High School on a stage with brand new state-of-the-art technology.

Desired Qualities & Experience:

- Enthusiastically supports the DSO and its mission
- Event planning and volunteer leadership
- Is a people person; loves to lead people, great with volunteers of all ages
- Is detail-oriented, professional, and polished
- Strong written and oral skills (samples required), specifically in grant writing
- Strong online & multi-tasking skills
- Basic financial skills, Quickbooks a plus
- Background in writing, graphics, a plus
- Office and other management experience

Executive Director Responsibilities:

Manage DSO Administration and Office

- Respond to phone messages, as well as process and file mail when necessary
- Maintain a professional physical environment
- Safeguard and manage computers and data; maintain physical and electronic files
- Negotiate and execute day to day contracts for services and supplies (board approval for items over \$2500) including venues, office supply, guest artists, etc.
- Assist the Education Committee in the distribution of education materials and the annual children's concert(s); communicate with schools and venues regarding concert arrangements
- Manage paperwork and contracts for guest artists and ensure proper execution of contract requirements in accordance with the Music Director
- Send out monthly written donor requests as directed by the Financial Development Committee
- Assist in annual budget meetings and preparation per the requests of the Music Director, the DSO president, and treasurer
- Support and assist donors & patrons; send donor acknowledgements

Support Guest Artist(s) and Music Director with travel, accommodations, and related arrangements

Support the DSO Boards (DSO and DSO Foundation)

- Manage, maintain, and promote the DSO master calendar to include all concerts, rehearsals, fundraisers, board and committee meetings, including Danville Symphony Orchestra Foundation Board (DSOF)
- Make arrangements for full board meeting locations per board president requests
- Attend all full board and committee meetings
- Make appointments for board members to meet with specific donors, per their requests
- Distribute DSO Treasurer financial reports to board members

Promote concerts in collaboration with the Marketing Committee, theatre and venue staff, and the Music Director.

- Manage and generate DSO social media content and manage website, alongside other marketing related duties in cooperation with the DSO board and Music Director
- Promote concerts in/on all appropriate free publications and signs
- Execute Marketing Committee authorized paid projects, i.e. direct mail, online advertising, radio, television, etc.
- Represent the DSO in the community

Manage Concert Program Publication in cooperation with the Music Director

- Collect and compile all concert program data for program designer and manage its timely production with the printing company

Fundraise for the DSO

- Write and submit grants

- Assist the DSO Board with planning and execution of major fundraising events (e.g. the biennial gala)
- Assist the DSOF board with identifying potential major donors and/or endowments
- Pursue other fundraising opportunities for the DSO

Send resumé, cover letter, and 2 writing samples (approximately 500 words each) to:

info@danvillesymphony.org

or

Executive Director Search Committee
Danville Symphony Orchestra
715 W. Fairchild Street
Danville, IL 61832

Applications received or before November 7, 2022 will receive preference. Please use the above addresses for other inquiries.

