

Executive Director Job Description

Lake Geneva Symphony Orchestra

Overview

The Lake Geneva Symphony Orchestra (LGSO) seeks a part-time Executive Director to continue the LGSO's growth and organize the efforts of the orchestra's volunteer pool. The ED will report to the LGSO Board of Directors through its Chairman. The ED will coordinate with LGSO volunteers and board members to accomplish the LGSO's operational plan and further its mission.

Duties

- Coordinate and maintain the volunteer pool for the orchestra
- Manage LGSO marketing to include
 - Supervision of ad design
 - Developing and executing of ad schedules
 - Supervise LGSO social media outreach
 - Management of press releases
 - Manage the printing of the season brochure, tickets, and other LGSO collateral
- Supervise concert hall operations and manage volunteers onsite for all LGSO events
- Supervise ticketing and maintain accountability for paper tickets and sales proceeds
- Work with LGSO volunteers to organize and run fundraising events such as the annual Gala and summer fundraisers.
- Supervise the LGSO music library in conjunction with LGSO volunteers
- Minor website updating/maintenance
- Work with the music director to print music and parts as needed
- Ensure that grant proposals are drafted on schedule and seek other grant opportunities
- Attend board meetings in an ex-officio capacity.

Experience desired

- Proven track record of successfully managing projects
- Excellent attention to detail and follow-through
- Marketing management – print and social
- Experience in managing volunteers
- Non-profit fundraising experience a plus

Hours and Compensation

- 40 hrs per month (inclusive of concerts)
- \$1,000 per month
- Eligible for bonus as determined by board

To apply, send a cover letter and CV to lakegenesymphony@gmail.com.