

**EXECUTIVE DIRECTOR  
JOB DESCRIPTION  
THE WISCONSIN PHILHARMONIC**

**Job Title:** Executive Director

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**Reports to:** Board President

**Job Summary:** The Executive Director is responsible for managing the financial and human resources of The Wisconsin Philharmonic in order to achieve the orchestra's mission. To that end, the Executive Director is responsible and accountable for all non-artistic aspects of the organization. Developing financial resources is paramount, and also implementing the policies set by the Board of Directors. The Executive Director serves as the chief operating officer of The Wisconsin Philharmonic, reporting to the Board of Directors.

**Job Duties and Responsibilities:**

**Fund Raising and Development/External Relations**

- Oversee the development of the annual income plan for Board approval & monitor its implementation
- Lead the Board in fund-raising activities, including annual fund drive, corporate sponsorships, special events, endowment campaigns, planned giving program and identification and cultivation of donors.
- 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.
- Participate in advocacy activities at local, state and federal level. Monitor legislative activity that affects the orchestra and recommend appropriate action to the Board of Directors.

**Planning:**

- Facilitate the development and implementation of an annual plan for the orchestra that supports the artistic, financial and public relations objectives of The Philharmonic.
- Develop an evaluation system to measure organizational effectiveness
- Provide leadership in developing comprehensive strategic plans.

**Board of Directors**

- Serve as principal liaison between the Board and the staff.
- Keep Board advised on matters within the Executive Director's scope of responsibilities.
- Provide active support to the Board and its committees or ensure another staff member is assigned.
- Assist Board in developing their resources.
- Attend all meetings of the Board and Executive Committee; prepare and present reports for each meeting and help plan and coordinate other committee meetings as required.
- Work with the Board Development Committee; help to identify qualified candidates for the Board; assist with new Board Director orientation.

**Artistic Administration**

- Assist in the development, implementation and monitoring of orchestra's artistic objectives.
- With Music Director, review budget restrictions for selection of guest artists, conductors, and performing groups.
- Negotiate contracts for guest artists and confirm transportation and lodging following the approved budget.

**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 new opportunities for performances by the orchestra and its ensembles.
- Assess concerts and ensemble performances for future discussions.

### Operations

- Negotiate and execute concert hall leases and rent other concert space as required annually, subject to approved budget.
- Secure required equipment, instruments, licenses and permits.
- Arrange for transportation and accommodations for musicians and equipment for performances and broadcasts.
- Ensure that rehearsals and concerts are properly staffed administratively.
- With Personnel Manager, ensure that all musician contracts are collected.
- With Personnel Manager, communicate policies and non-artistic matters to the musicians.

### Marketing and Promotion

- Ensure effective communication with The Philharmonic's constituencies: volunteer groups, other arts organizations, public agencies, government agencies, and the general public to achieve the public service objectives of The Philharmonic.
- 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.
- Utilize Social Media; maintain website; maintain relationship with other media contacts; generate feature stories in print and broadcast media about the orchestra.
- Increase the visibility of The Philharmonic and monitor its public image.
- Prepare and arrange for production of the annual program brochure and posters subject to Board approval.

### Finance

- Ensure that accurate books of accounts are maintained; maintain bank accounts as directed by the Board.
- Draft the annual operating budgets, subject to Board approval. Monitor and authorize expenditures in accordance with approved budget; prepare updated projections based on actual income and expense activity.
- Oversee financial operations of The Philharmonic; supervise the bookkeeping and accounting systems.
- Review monthly financial statements, including cash flow projections. Review and approve accounts payable and receivable within budget restraints.
- Ensure that grants are spent in accordance with grant guidelines and that all reporting requirements are met.

### Administrative

- Ensure that the business office of The Philharmonic is efficient in its operations.
- Oversee purchase equipment, supplies, etc. according to budget and approved procedures.
- Handle correspondence, including patron suggestions and complaints.
- Maintain documents according to legal requirements and/or Board policies and procedures.
- Maintain adequate insurance to protect the orchestra's assets/property.

### Personnel

- Recruit, select, and supervise all office staff, including interns and work/study college students.
- Evaluate office staff performance as needed. Maintain personnel files.
- Develop, implement and monitor compensation and benefits programs.
- Prepare and revise job descriptions, employee handbook and employment policies.
- Maintain all payroll records for administrative and artistic staff.
- Assist direct service volunteers as necessary to help ensure the success of their activities.

### Qualifications

- Bachelor's Degree, or its equivalent, preferably in a related field, such as arts management or business administration
- Strong written and verbal communication skills.
- Effective networking skills

Note: This is not an all-encompassing detail of the job position.