



## **Now Hiring: Executive Director — The Williamsburg Symphony Orchestra**

**Location: Williamsburg, Virginia**

### **General Position Description**

The Executive Director (ED) serves as the chief administrator and financial manager for The Williamsburg Symphony Orchestra (WSO) and its related activities and programs. This person is responsible for strategic planning and operational efficiencies of programs and staff, and serves as the point person for fundraising, marketing, and development of donor relationships. The Executive Director (ED) and Music Director (MD) report directly to the Chair of the Board of Trustees (BOT).

### **Position Responsibilities and Expectations**

#### ***Administration, Leadership and Strategic Planning***

- Work in conjunction with the WSO's MD, the BOT, and the Artistic Advisory Committee to fulfill the organization's mission
- Adopt practices that ensure effective and positive administration of all WSO operations, programs, and staff
- Attend all board meetings and committee meetings (except Governance & Board Development) as requested
- Collaborate with the MD on matters of overall artistic philosophy, musical programming, and long-range planning. The MD is responsible for the artistic direction of the orchestra and oversees artistic staff, but the Orchestra Personnel Manager and Orchestra Librarian report to the ED.
- Work with the Strategic Planning Committee to research, develop, and propose strategies to ensure the organization's financial and artistic health
- Serve as negotiator and contracting agent with essential external constituencies, such as guest artists/conductors, foundations, and government funding agencies
- Establish, implement, and periodically review employment and administrative policies, procedures, and operational manuals for all functions.
- Conduct annual staff and contractor evaluations in coordination with the MD and Chair of the BOT.

### ***Fundraising and Budget***

- In conjunction with the BOT and MD, develop an annual budget and fundraising plan with achievable goals.
- Ensure the consistent future growth and expansion of the organization by generating new revenue streams and improving financial results.
- Provide input in conjunction with the Treasurer and the Finance & Audit Committee for the proposed annual budget and monthly financial statements.
- Operate within the approved budget, ensure maximum resource utilization, maintain the organization's positive financial position, and uphold the organization's fiscal integrity.
- Develop strategies for establishing and/or expanding relationships with patrons, donors, sponsors, partner agencies, corporate resources.

### ***Public Relations, Marketing, and Communication***

- As the chief WSO spokesperson, promote and increase the visibility of the organization by being active and visible in the community and by working closely with other professional, civic, and private organizations.
- Working with the Marketing & Promotion Committee, oversee the development and implementation of an annual marketing plan that includes social media, email, print, press releases, and other means to maximize concert attendance and revenue.
- Communicate regularly with the MD and BOT and provide information necessary for the BOT to function properly and make informed decisions.

### ***Concert Production***

- Work in tandem with the MD and Manager of Operations to create and implement an annual master plan for orchestra operations, including arrangement of rehearsal and concert schedules, considering and working with the schedules of other area symphony orchestras and local event producers.
- Attend rehearsals and concerts, ensure that adequate support staff are present, and verify that the required venue arrangements have been made.
- Arrange transportation and lodging for guest artists in conjunction with the Patron Services Manager.
- Coordinate concert program advertising sales.
- Organize and coordinate ticket sales in conjunction with the Patron Services Manager.

### ***Minimum qualifications***

- Bachelor's degree from an accredited university/college.
- At least two to five years of leadership and management experience with an orchestra, performing arts organization, or other nonprofit organization.

## The Williamsburg Symphony Orchestra

- Demonstrated commitment to fostering and functioning in a collaborative organization.
- Proven experience in fundraising and development, including grant-writing, individual and corporate donor events, etc.
- Demonstrated communication, organizational, and managerial skills.
- Strong financial management experience and reporting skills.
- Excellent marketing and social media skills.
- Ability to work independently as well as with a team.
- Experience and skill in working with a Board of Trustees
- Familiarity with symphony orchestras and a love for classical music.
- Basic office skills (word processing, spreadsheets, presentations) as well as experience with software for financial management, grants, and fundraising records, specifically Donor Perfect, Tix, QuickBooks, and Constant Contact data systems.

### ***Contact Information***

If you are interested or know someone who might be, we invite you to contact us for more information about this extraordinary opportunity to join The Williamsburg Symphony Orchestra for its 41<sup>st</sup> Season.

Applications should include a cover letter and résumé and be submitted by email to [williamsburgsymphony@gmail.com](mailto:williamsburgsymphony@gmail.com) no later than July 31, 2025. All applications will be handled with the utmost confidentiality. We welcome inquiries from candidates who bring vision, leadership, and enthusiasm for contributing to a dynamic and fast-paced organization.