

The Metropolitan Symphony Orchestra (MSO) is looking for an Executive Director to continue its success as one of Minnesota's most highly regarded civic orchestras. For forty years, the Metropolitan Symphony Orchestra has attracted musicians who want to work hard at making the best possible art in a volunteer ensemble. We are an energetic, forward-looking group that both presents well-known repertoire and has a long history of collaborating with living composers. We perform throughout the Twin Cities, and seek to present audiences with outstanding and challenging performances. Our track record has brought us both acclaim, and many fruitful partnerships.

Three things make the MSO special:

- Our programming, which is varied, dynamic, and enriching.
- Our partnerships, including long-term and new relationships with composers, soloists, and other arts organizations.
- Our hospitality, through which we want all potential audience members and musicians to feel welcome and comfortable.

We are committed to enhancing racial equity in our community. We believe that as a symphony orchestra, this commitment needs to be visible in our programming, our partnerships, and our hospitality.

The MSO has a history of strong management and Board leadership. We are a financially and organizationally healthy ensemble. Our new Executive Director needs to be someone who can bring a fresh perspective while helping us to build on our existing strengths. The Executive Director is engaged in all facets of orchestra activity, including scheduling and planning, member support and communications, finance, fundraising, publicity and outreach, and non-profit operations and management. The Executive Director works closely with the Music Director, the MSO Board of Directors and a staff of volunteers to put on five to seven concerts a year. This part-time (20 hours/week) position requires a passion for music and leadership.

Key responsibilities include:

- Serve as a public face and advocate for the orchestra with the community, venues, other arts organizations, government agencies, and the general public. Promote MSO activities and concerts and build MSO awareness
- Oversee orchestra membership, including communications, auditions and support.
- Work closely with the Music Director in creating the concert schedule and identifying guest artists and composers; consult with the Music Director, composers and other arts organizations on commissioning new orchestral pieces; support guest artists and composers as needed for rehearsals and concerts; work with concert venues, rehearsal spaces, guest artists, and other arts organizations involved in concert activities
- Concert preparation, including: work with stage manager and concert venue on setup and venue requirements; supervise creation and production of programs and marketing materials; arranging for front of the house matters (ushers, greeters, donation collectors, etc.) as well as back of the house matters (Green Rooms for members, conductors, soloists, etc.).

- Oversee the development and production of all materials used to support MSO concerts and fundraising efforts.
- Participate in all Board meetings including presenting Executive Director report; attend committee meetings as needed; maintain a collaborative relationship with Board members; help identify and recruit qualified candidates for Board membership.
- Work with Board members and volunteers on fundraising activities and special events; lead/support/assist with developing, planning, and implementing fundraising campaigns; cultivate new prospects and seek out new funding opportunities.
- Work collaboratively with staff and/or board members in the pursuit of grant opportunities; research grant opportunities; prepare grant applications for organizations that provide arts funding.
- Work with the MSO Treasurer and Board to draft an annual budget; manage payroll, authorize payment requests; purchase equipment, services, and supplies according to approved budgets and procedures.
- Work with the Board Treasurer and bookkeeper to maintain financial records and ensure all bookkeeping and reporting tasks are performed in compliance with all relevant laws, regulations, and internal policies. Work with the CPA firm in the preparation of IRS Form 990.
- Ensure timely and accurate content updates to the MSO website to promote the image and activities of the MSO and provide information to orchestra members.
- Outreach to venues, partners, schools, composers, and arts groups to identify opportunities for the MSO
 - to perform with new groups or artists
 - to perform for new and diverse audiences
 - to perform new music
 - to welcome new members from a diverse community

Qualifications

Required:

- Strong communication skills,
- Ability to build successful working relationships with a variety of musicians, staff, board and volunteers.
- Skilled in providing support, guidance and inspiration to Board members, orchestra members and volunteers, keeping them engaged and excited about the orchestra and its mission.
- Familiarity with Microsoft Office, Online file sharing, and other computer systems routine for a small nonprofit office environment, including donor database software.
- Highly self-directed and skilled at organization, multi-tasking, workload prioritization

Preferred

- Experience in non-profit governance and/or management.

- Demonstrated success in grant writing, marketing, fundraising, and institutional image building.
- Experience maintaining websites and social media accounts.