

Executive Director (Part Time, 20 hrs/week)

Metropolitan Symphony Orchestra – Minneapolis/St. Paul, MN

For more than forty years, the Metropolitan Symphony Orchestra (MSO) has been recognized as one of the premier volunteer orchestras in the Upper Midwest, presenting world-class symphonic performances free of charge in neighborhood venues across the Twin Cities. The MSO is celebrated for artistic excellence, innovative programming, and deep community partnerships, and is supported by strong management, engaged Board leadership, and a financially healthy foundation.

Our musicians perform at an exceptionally high level—many serve as principal players in other ensembles, perform with regional orchestras, or have gone on to positions with major symphonies. The MSO has premiered works by leading composers, collaborated with renowned soloists and arts organizations, and performed both groundbreaking new music and the most challenging works of the symphonic canon.

We are seeking a visionary, collaborative, and highly organized **Executive Director** to help lead the MSO into its next chapter. This part-time role (20 hours/week) is ideal for a nonprofit professional, arts administrator, or musician-leader who thrives in a dynamic, mission-driven environment and enjoys working closely with artists, volunteers, and community partners. The Executive Director plays a central role in advancing the MSO's mission by overseeing operations, fundraising, marketing, finance, and community engagement in partnership with the Music Director and Board of Directors.

Position Summary

The Executive Director serves as the MSO's chief administrative leader and is engaged in all facets of orchestra operations, including planning and scheduling, member support, finance, fundraising, marketing, community outreach, and nonprofit governance. The Executive Director partners closely with the Music Director, Board of Directors, and a dedicated volunteer team to produce five to seven concerts annually and advance the MSO's mission.

Key Responsibilities

Organizational Leadership & Partnership

- Work in close collaboration with the Music Director to ensure smooth artistic and operational planning.

- Serve as the primary administrative leader, fostering a culture of communication, transparency, and shared purpose across musicians, volunteers, and Board members.

Financial Management

- Develop the annual operating budget in partnership with the Treasurer and Board.
- Manage payroll, payments, and purchasing in alignment with approved budgets and internal controls.
- Oversee bookkeeping and financial recordkeeping with the Treasurer and bookkeeper.
- Coordinate with the CPA firm to ensure timely and accurate preparation of IRS Form 990 and compliance with all relevant laws and nonprofit standards.

Fundraising, Marketing & Audience Development

- Implement a Board-approved fundraising plan, including donor campaigns, special events, sponsorships, and grant opportunities.
- Lead audience development efforts and concert promotion to expand the MSO's reach and visibility.
- Support institutional storytelling and brand-building across digital and print channels.

Operations & Concert Production

- Manage all aspects of concert logistics, including venue coordination, equipment needs, scheduling, and front-of-house planning.
- Maintain internal and public-facing records, systems, and communications to support organizational continuity and collaboration.
- Build and sustain partnerships with venues, schools, composers, and community organizations.

Staff, Volunteer & Musician Engagement

- Foster a welcoming, inclusive, and engaged community among orchestra members.
- Recruit, coordinate, and support volunteers to meet operational needs.
- Manage a small stipended staff, providing oversight, clear communication, encouragement, and support.

Board Relations & Governance

- Maintain a strong, collaborative relationship with the Board of Directors.
- Attend Board and committee meetings; provide timely updates and implement Board decisions.
- Assist in identifying and recruiting qualified Board candidates.

Qualifications

Required

- Highly self-directed with strong organizational, multi-tasking, and prioritization skills.
- Excellent communication and time-management abilities.
- Demonstrated success working with musicians, volunteers, staff, and Board members.
- Ability to inspire and support volunteers and stakeholders in service of the MSO's mission.
- Familiarity with common nonprofit administrative tools and software.

Preferred

- Knowledge of orchestra operations, community ensembles, or performing arts organizations.
- Experience in nonprofit governance, administration, or arts management.
- Proven success in grant writing, fundraising, marketing, or audience development.

Compensation & Schedule

- Part-time, approximately 20 hours per week.
- Flexible schedule with required availability for concerts, select rehearsals, and Board meetings.
- Salary range: \$33,000–\$40,000 annually, commensurate with experience.
- As a part-time role, this position does not include employer-provided benefits.

To Apply

Please submit the following materials:

- A cover letter describing your interest in the Metropolitan Symphony Orchestra and how your experience aligns with the responsibilities of the Executive Director role
- A résumé highlighting relevant nonprofit, arts administration, and leadership experience
- (Optional) Two to three references, which will be requested later in the process

Email application materials to Kristine Oberg, Board President, at Board.president@msomn.org.

Application Deadline: March 2