

## **Symphony of the Redwoods Seeks to fill Executive Director position**

Symphony of the Redwoods (SoR), a community orchestra in Fort Bragg CA, seeks an **Executive Director** for a year-round position averaging 20 hours per week. SoR is a 501c(3) California nonprofit corporation with a volunteer board of directors acting in accordance with Symphony by-laws to achieve the organization's mission to provide live orchestral and chamber music for the enjoyment and education of the coastal community of Mendocino County.

### **Job responsibilities:**

- Supervise all staff and oversee HR policies, procedures, and issues
- Oversee all phases of production of four symphony concert sets per season:
  - Prepare venue and soloist contracts;
  - Oversee ticket production and mailing;
  - Oversee marketing, publicity, and advertising;
  - Assemble materials for brochures and programs;
  - Staff and supervise concerts, including concessions.
- Communicate with board Treasurer about ongoing financial business.
- Communicate with the public, with Symphony donors, and with volunteers.
- Attend monthly (evening) board meetings and work with board members and staff.
- Provide support for the Opus Chamber Music Series, Music in the Schools Programs, fund-raising by the board, and other special projects and events.
- Organize donor mailings and acknowledge donations.
- Oversee and develop volunteer base.
- Be the “face” and “voice” of the symphony.

### **Job requires:**

- Excellent writing, organization, and communication skills.
- Attention to detail; ability to prioritize and multi-task.
- Professionalism and ability to maintain confidentiality.

- Initiative and self-motivation.
- Ability to work with volunteers (including volunteer board of directors).
- Excellent computer skills: Microsoft Office (Word and Excel) and data management system.
- Excellent people skills; grace under pressure.
- Being a team player and contributing to a productive positive work environment.
- Passionate commitment to the arts.
- Experience with non-profits helpful.
- Local knowledge and familiarity with the Coastal Community of Mendocino desirable.
- Permanent residency on the Mendocino Coast preferred.

**Hours:** Year-round, flexible schedule averaging 20 hours per week.

**Location:** The Symphony of the Redwoods office is in downtown Fort Bragg.

**Salary:** TBD, commensurate with experience.

Position available June 1, 2022

To apply, please send cover letter, resume, three business writing samples (email, press release, thank you letter) and three references to the Symphony board c/o [symphony@mcn.org](mailto:symphony@mcn.org)

Applications needs to be received by Friday, April 15<sup>th</sup>.

Position opened until filled.