



The healthy and growing Altoona Symphony Orchestra has a job opening for an Executive Director.

Overview

The Altoona Symphony Society, inc., one of Pennsylvania's oldest and most innovative orchestras, is seeking a visionary leader who will build on its 95-year history of innovation, collaboration, and musical excellence as a signature cultural force in a diverse arts community.

As a music organization, the Altoona Symphony consists of a professional symphony orchestra lead by Music Director and Conductor Nick Palmer and a Youth Orchestra with over 30 student members led by local conductors Stephanie Everett and Kelly Detwiler. We also host an affiliate organization which includes nearly 100-member/volunteers, The Altoona Symphony League.

The Executive Director reports to the Altoona Symphony Society, Inc. Board President, who currently directs a 21-member governing Board of Directors.

Specific Responsibilities

- *Visionary Leadership.* Determining, leading, and clearly communicating the ASO vision and strategic direction, continuing to build on the unprecedented growth and positive momentum with the Music Director, orchestra, the staff, the board and among ASO's diverse public constituencies. Implementing organizational objectives, including our commitment to diversity, equity, and inclusion initiatives.
- *Finance.* Develop, manage, and grow an annual budget to ensure sustainable and fiscally responsible practices for long-term financial stability. Working closely with the finance team to develop financial monitoring and budgeting tools to meet organizational needs, while promoting growth and innovation. Plan for strategic initiatives to increase revenues from both programming and development activities.
- *Development.* Leading all development efforts and programs, identifying appropriate funding opportunities from individuals, foundations, corporations, and government agencies with development staff and the board. Demonstrating managerial experience in setting, measuring, and meeting or exceeding development program goals. Actively seek and apply for grants. Demonstrate an ability to effectively write grants.
- *Artistic Vision & Orchestra Relations.* Working with the Music Director, developing and implementing the artistic vision of the orchestra through inspiring music programming, orchestra development and guest artist selection with the vision and leadership that ensures the ASO achieves its goals for artistic excellence, financial stability, and community engagement. Recognizing and maintaining the trusted, close-working relationship with the

Music Director and Orchestra Members to ensure appropriate management and development of musicians.

- *Event Production and Management.* Explore and confirm potential venues for each concert event. Execute contract agreements with venues. Organize moving crews, trucks, and technical support staff (when not provided by venue)
- *Educational Programs.* Working with the respective leaders, provide direction to the Altoona Youth Orchestra, and maintain relationships with regional schools in order to provide educational services. Working with the AYO Music Directors and Education Committee, assuring that all other symphony educational programs enhance the knowledge and enjoyment of audiences.
- *Marketing Enhancement.* Leading the sales and marketing efforts in the development of strategic efforts to achieve earned income goals through effective campaigns, subscriptions, promotions, and all activities which enhance and increase audience engagement.
- *Online Presence.* Maintaining online platforms including both website and social media platforms. Knowledge of weebly.com web building platform and ability to regularly create, manage, and update website content.
- *Staff Management.* Establishing and maintaining a collaborative work environment, with an effectively structured and empowered staff working together to support orchestra musicians, conductor(s), guest artists, the board, and volunteers, ensuring goals and objectives are achieved.
- *Board Relations and Governance.* Working closely with the Board, educating, and promoting involvement to ensure fiscal health and effective policy setting, community ambassadorship, and governance of the organization. Contributing to the selection and recruitment of new board members with diverse, high-level skills.
- *Affiliate Relationships.* Serve as a liaison to the Altoona Symphony League. Regularly attend league meetings and report on the happenings of the Altoona Symphony Orchestra.

Preferred Qualifications

- A bachelor's degree in a related field (business management/ marketing, non-profit management, music/ arts) or 3+ years of management experience successfully leading an organization in achieving its mission and strategic goals, using superb interpersonal skills, teamwork, and collaboration.
- Confidence in managing a development staff in the design and implementation of strategies, that meets or exceeds target goals, through cultivation, solicitation, and stewardship of major and transformational donors.
- Experience in sales, marketing, audience development and public relations resulting in sustained increases in earned income.
- An imagination and vision for new initiatives, determining the expected benefits of each initiative, and clearly balancing the expected costs vs the risks.
- Confidence in financial management and budgeting skills.
- Demonstrated ability to develop community connections necessary to build, nurture, and sustain positive relationships with all patrons and donors, and to translate that into sustained and growing financial support.
- Demonstrated ability to write grants effectively in both private and public sector opportunities.
- The ability to communicate the importance of orchestral music persuasively to a broad range of audiences.
- Industry knowledge and familiarity with best practices for hiring guest artists and soloists.

- Understanding of issues and challenges facing symphony orchestras, especially in small-to-medium sized communities.
- A reputation for integrity, high energy, and a strong work ethic.

Applications

Interested candidates should send a cover letter and resume to Board President, C. David Kimmel:

cdavidkimmel@gmail.com

OR, mail a cover letter and resume to the ASO Office:

1212 12th Ave.

Altoona, PA 16601

Applications will be accepted until the position is filled, but it is recommended to apply before **Friday, March 15, 2024.**

C. David Kimmel
President

About Altoona Symphony Orchestra

The Altoona Symphony is a leader among cultural arts organizations in a historic, arts-focused community. We have experienced remarkable growth in artistic excellence, educational and program offerings, and revenue in the last several years. We are now seeking a new Executive Director to guide us through the next phase of artistic and financial success.

The Altoona Symphony provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, compensation, and training.