

## Personnel Requisition Details

Job Type Description:	Executive Director
Secondary Title:	Stage Manager & Set-Up Coordinator
Position Type:	Administrative Staff Position
Division:	Bay Youth Orchestras of Virginia
Location of Position:	Norfolk, VA
Job Status:	Part Time
Length of Appointment:	Annual Contract, Subject to Renewal
Work Schedule:	<p>Approximately 30-Hours Per Week, as needed, including some evenings and weekends.</p> <p>Must be willing and able to attend regular meetings of the Board of Directors (monthly, in season, Sunday nights), rehearsals (weekly, in season, Monday nights), concert performances and events, general meetings of the Bay Youth Staff and other events, with respect to the vagaries of BYOV operations, et al.</p>
Number of Positions Supervised:	5
Position Summary:	<p>The Executive Director manages, conducts and develops the day-to-day administration, budgeting and payroll activities for the Bay Youth Orchestras of Virginia (BYOV), which includes the Jr. Strings, Strings, Concert and Symphony Orchestras; monitors for budget conformance and performance, and develops recommendations for adjustments; prepares and presents detailed financial reporting, and any special research and projects as required; assists project managers and staff in submitting accurate and viable budget proposals; coordinates work assignments, involving the Operations Manager, Artistic Staff and Board of Directors; and maintains a personal connection with membership, including parents and students, alike. Ensures consistency and soundness of business practices and procedures – while adopting best practices – applicable to the maintenance of a 501C(3) not-for-profit organization.</p>
Job Duties Summary:	<ul style="list-style-type: none"> <li>- Perform Essential Administrative and Financial Functions: <ul style="list-style-type: none"> <li>- Provide budget &amp; budget reports. payroll. bill payments &amp;</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>account reconciliation.</li> <li>- Administer business licenses, state forms, registrations, etc.</li> <li>- File taxes (990 and admissions), contracts, legal documents and insurance policies.</li> <li>- Maintain performance rights &amp; royalties (Harry Fox Licensing, BMI, etc.).</li> </ul> <p>- Work With Artistic Staff to Plan Seasons; Coordinate Rehearsals and Performance Operations:</p> <ul style="list-style-type: none"> <li>- Book sites.</li> <li>- Serve as contact for venues, including schools and commercial spaces, and create concert itineraries.</li> <li>- Arrange for needed equipment, including instruments.</li> <li>- Serve as concert operations manager, re backstage and onstage management.</li> <li>- Supervise rehearsal operations &amp; hire operations contractors.</li> <li>- Coordinate with set-up &amp; attendance staff.</li> <li>- Manage seating auditions.</li> <li>- Attendance of rehearsals and concert performances, during the regular concert season.</li> </ul> <p>- Manage External Communications, Including Publications and Publicity:</p> <ul style="list-style-type: none"> <li>- Maintain BYOV website, Facebook page &amp; additional social media, correspondence, bulk mailings, posters, brochures, PSAs, press releases, BYO-Graph Newsletter and other publications.</li> <li>- Create and coordinate program advertisements.</li> <li>- Coordinate with concert programs editor.</li> <li>- Maintain press contacts list, arrange interviews and features coverage.</li> <li>- Provide proofing/ editing, basic graphic design and photographic services.</li> <li>- Facilitate communications between BYOV and its constituents; i.e., parents &amp; students.</li> </ul> <p>- Work With Board of Directors on Aspects of Marketing, Fundraising, Development and Special Programs:</p> <ul style="list-style-type: none"> <li>- Coordinate fundraisers &amp; external sales; acknowledge donations.</li> <li>- Provide financial information for grant applications.</li> <li>- Participate in the defense of grant applications.</li> <li>- Research development opportunities.</li> <li>- Coordinate and oversee special events planning (outreach programs, tours, gala events, etc.).</li> <li>- Attendance of monthly Sunday night meetings of the Board of Directors, during the regular concert season, and meetings of the Artistic and Administrative Staff.</li> </ul>
Competency Summary:	<ul style="list-style-type: none"> <li>- Business Acumen - Ability to grasp and understand business concepts and issues.</li> <li>- Music Appreciation - Demonstrate a strong and sincere passion for music education at the primary and secondary levels.</li> <li>- Communication. Oral - Ability to communicate effectively with</li> </ul>

	<p>others, in a professional manner, using the spoken word, before large and small crowds.</p> <ul style="list-style-type: none"> <li>- Communication, Written - Ability to communicate in writing clearly and concisely.</li> <li>- Confidentiality - Must be trustworthy and maintain the confidentiality of company or employee accounts &amp; information.</li> <li>- Decision Making - Ability to make critical decisions while following company procedures.</li> <li>- Detail Oriented - Ability to pay attention to the minute details of a project or task.</li> <li>- Judgment - The ability to formulate a sound decision using the available information.</li> <li>- Flexibility - Willingness to be adaptable, with regards to fluctuations in scheduling – pursuant to seasonal demands – and the ability to work some evenings and weekends.</li> <li>- Leadership - Ability to influence others to perform their jobs effectively and to be responsible for making decisions, with a convivial and confident comportment.</li> <li>- Management Skills - Ability to organize and direct oneself and effectively supervise others.</li> <li>- Team Building - Skilled in creating team cohesion by investing team members in team activities and decisions that move them together to achieve a goal, whilst maintaining a good humor amongst staff, membership and board, alike.</li> </ul>
Minimum Education:	Bachelor's Degree from an accredited 4-year college or university, or equivalent work experience.
Preferred Education:	Bachelor's or Advanced degree in Business Administration, Management, Music Education, Finance or Accounting is preferred.
Minimum Experience:	Three to five years or more of managerial level budget/ financial experience, in a professional environment. Ability to develop budgeting policies and priorities within established guidelines and manage and evaluate budgeting and planning of projects.
Preferred Experience:	Past management, accounting and budget experience at a not-for-profit or educational institution would be particularly helpful. In addition, knowledge and experience of implementing and negotiating contracts, defending grants, events planning, maintaining payroll and supervising procurement and projects would be of great value.
Physical Demands:	Stage management and set-up may require moderate lifting. Candidates should be able to lift comfortably up to 40-lbs.
Work Environment:	Generally works in a home office environment; however, due to the general nature and locations of rehearsals, performances, development opportunities, et al., some travel is required. Reliable transportation is a must. Regular interaction with student musicians necessitates all candidates submit to and pass a background check.
Skills & Abilities (i.e., Software, Hardware, Certifications, Licenses):	Must be highly skilled with personal computers (Mac and PC OS) and possess a strong working knowledge of Microsoft Word, Excel, and Access applications; and a working knowledge of Quickbooks. Experience with graphics software and web design is desirable.

Job Open Date:	12-12-2011
Job Close Date:	02-13-2012
Special Instructions to Applicants:	Applications may be submitted by the following methods:  e-mail: <a href="mailto:office.byov@gmail.com">office.byov@gmail.com</a>  post: Bay Youth Orchestras of Virginia ATTN: Executive Director Candidate Search P.O. Box 10897 Norfolk, VA 23513
Required Applicant Documents:	Resume/ Curriculum Vitae Cover Letter
Additional Applicant Documents:	Three References