

DUTIES AND RESPONSIBILITIES
EXECUTIVE DIRECTOR – OAK RIDGE CIVIC MUSIC ASSOCIATION

1. The Executive Director shall work with the Music Director and Chorus Director in the development and implementation of an annual master plan for the orchestra and chorus that supports the artistic, financial, and public relations objectives of the organization. The Executive Director shall work with the Chamber Music Series Chair and Coffee Concert Chair to plan appropriate concerts in their series.
2. The Executive Director shall work with the Music Director and Chorus Director to develop a separate document that contains target dates when various types of information are needed. These information types include information for inclusion in program and promotional material, specific music selections for procurement by the ORSO Librarian, and others as appropriate. The Executive Director shall work with the Music Director and Chorus Director to schedule and maintain regular (e.g., weekly) contact during the concert season in person or by telephone for on-going coordination of activities and expectations.
3. The Executive Director shall advise the Board on matters within the Executive Director's scope of responsibilities to promote the efficient operation of the Orchestra, Chorus, Chamber Series, Coffee Concerts, and other programs as formulated by the Board and the delivery to the public of the services the Association was chartered to provide. The Executive Director shall ensure that Board meeting minutes are recorded and filed; shall serve as ex officio member of the Board and all Board committees as needed; and shall oversee new Board member orientation.
4. Unless excused by the President or Vice President, the Executive Director shall attend all regular meetings of the ORCMA Board of Directors and Executive Committee (upon invitation) during the contract term, and is encouraged to attend other committee meetings as schedule permits. The Executive Director shall prepare and present reports for each Board meeting and for other committee meetings as required.
5. The Executive Director shall ensure effective communication with the Association's constituencies: volunteer groups, other arts organizations, educational institutions, public agencies, government agencies, and the general public to achieve the public service objectives of the Association.
6. The Executive Director shall assist Board and President in fund-raising activities, including annual subscriber mailing, corporate sponsorships, special events, and cultivation of donors. The Executive Director will prepare the compilation and submission of grant applications and reports to foundations, corporations, and government agencies. The Executive Director will, as time allows, research new grant opportunities and apply for funding from appropriate agencies. The Executive Director will ensure that all contributions and other support are acknowledged as may be required by law and as is otherwise appropriate; maintain accurate and complete records of financial contributions and other substantial support. The Executive Director will work with the Oak Ridge Arts Council representative to jointly direct advocacy activities at local, state, and federal level.
7. The Executive Director shall assist, as requested, in achieving the artistic objectives of the Orchestra, Chorus, Chamber Series, Coffee Concerts, and other programs as formulated by the Board of Directors. The Executive Director shall prepare and execute contracts and agreements as needed with musicians, guest artists, performing groups, and special programs to support the artistic objectives of the Orchestra, Chorus, Chamber Series, Coffee Concerts, and any other ORCMA events. The Executive Director will arrange for guest artists' transportation and lodging, as needed; and shall arrange concert venues, ticket sales, rehearsals, advertising, and related volunteers. The Executive Director shall coordinate with the orchestra's Personnel Manager to ensure musicians' accommodations and communicate master schedule; and shall work with the Chamber Series' Chair to arrange appropriate lodging for guest artists.

8. The Executive Director shall set up volunteers to sell tickets at concerts and prepare ticket sales; set up the annual account in Vendini; produce and mail tickets to subscribers; and oversee ticket sales operations. In consultation with the Music Director, the Executive Director shall seek and obtain new opportunities for performances by the orchestra, its ensembles and chorus in venues that will foster outreach and education. The Executive Director will negotiate and execute concert hall leases and rent concert space as required. The Executive Director will secure required equipment, instruments, licenses, and permits for performances.
9. The Executive Director shall develop, oversee, and implement a multi-pronged marketing plan for subscription campaigns and for individual performances, using appropriate advertising and publicity to achieve maximum season and single ticket sales; maintain relationships with media contacts; keep webmaster abreast of activities for website accuracy; ensure office phone messages are updated; oversee or create annual brochure and regular concert programs.
10. The Executive Director shall deposit and properly record all money coming into the Association including subscriptions, donations, advertising monies, special events, merchandise; ensure, along with Finance chair, that grants are spent in accordance with grant guidelines and that all reporting requirements are met; oversee a volunteer accountant/bookkeeper and provide financial information.
11. The Executive Director shall maintain the business office of the organization, including: purchase equipment, supplies, etc., following the budget and approved procedures; manage correspondence, including patron suggestions and complaints, and acknowledgment of donations; maintain documents according to Board policies and procedures; prepare items for Bookkeeper; manage routine office tasks.
12. In the event of perceived conflict of scheduling, unfair or excessive assignments, or other differences of opinion such as in programming, responsibilities, etc. the Executive Director has the right of appeal, first to the ORCMA Executive Committee and finally to the ORCMA Board of Directors. The Executive Director also is encouraged to request help, support, or advice from members of the ORCMA Board in order to pursue better the responsibilities and privileges of the job. The Executive Director shall receive a formal job review by a committee of no less than 3 members of the ORCMA Board to take place annually, no later than June 30.