



# *Jacksonville Symphony Society*

*P.O. Box 32  
Jacksonville, Illinois 62651*

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jaxsym@jaxsym.com*

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Music Director & Conductor  
*Garrett Allman*

Executive Director  
*John Bury*

Board President  
*Kimberly Streib*

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**POSITION ANNOUNCEMENT: EXECUTIVE DIRECTOR**  
**REPORTS TO: BOARD OF DIRECTORS**  
**EMPLOYMENT CLASSIFICATION: PART TIME**  
**FSLA STATUS: EXEMPT**

The Jacksonville Symphony Society (JSS) invites applications for the position of Executive Director. Candidates for this position should possess demonstrated leadership experience with excellent communication, fundraising, management and organizational skills along with a passion for the arts.

The JSS is a non-profit organization with the purpose of supporting the Jacksonville Symphony Orchestra (JSO) and Chorale. In addition, the JSS strives to provide symphonic and choral music for the cultural enhancement and education of the general public, to provide opportunities for local musicians to improve their skills, and to promote the appreciation of symphonic and choral music. The JSO performs six concerts including one youth concert annually and consists of amateur and professional musicians primarily from Central Illinois.

The Executive Director reports to and collaboratively works with the JSS Board of Directors to achieve the organization's mission and is responsible for managing the activities and resources of the JSS. In addition, the Executive Director works in partnership with the Music Director and Conductor and provides necessary support and assistance to JSO staff as well as the committees of the JSS Board of Directors.

## **Qualifications**

- Bachelor's degree from an accredited university/college (preferred).
- Three to five years of leadership and management experience with an orchestra, performing arts organization, or other non-profit organization.
- Demonstrated communications, organizational, and managerial skills.
- Strong financial management experience and reporting skills.
- Excellent technical and social media skills.
- Ability to work independently as well as with a team.
- Familiarity with symphony orchestras.

## **Duties and Responsibilities**

- Participate in all Executive Committee meetings and Board of Director meetings.
- Participate in Board of Director Committee meetings as needed.

- Attend all JSS events including JSO concerts.
- Promote fundraising activities including donor cultivation, concert sponsorships, and the preparation and filing of grant applications.
- Ensure effective media communications with all outlets in the JSO vicinity in order to best promote the JSO and its concert and fundraising activities.
- Serve as the financial manager of the symphony performing bookkeeping, payroll, budgeting, and financial reporting and analysis activities in compliance with Generally Accepted Accounting Principles as well as state and federal regulations.
- Maintain the administrative office of the JSS ensuring that all contracts are properly managed, the JSS is properly insured, and the JSS holds the appropriate performance licenses.
- Prepare and arrange for the printing of the season brochure, concert programs, and tickets for each concert.
- Provide assistance to the Membership Committee in ensuring that the Membership data base is updated annually and that the Season Brochure is sent to all members of record in a timely manner.
- Other duties as assigned that are reasonably within the scope of this position.

### **To Apply**

Interested applicants may send a cover letter, résumé, and contact information including e-mail addresses for three professional references. All materials should be sent via email to [jaxsym@jaxsym.com](mailto:jaxsym@jaxsym.com) or via mail to: Jacksonville Symphony Society, PO Box 32, Jacksonville, IL 62651-0032. For further information please contact Kim Streib at 217-370-3759.

The Jacksonville Symphony Society is an equal opportunity employer.