

# SEARCHLIGHT PARTNERS

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## Position Specification



<b>POSITION:</b>	Executive Director
<b>LOCATION:</b>	Regina, Saskatchewan
<b>REPORTS TO:</b>	Board of Directors
<b>DIRECT REPORTS:</b>	Manager of Finance & Administration, Development Officer, Marketing & Creative Officer, Patron Services Manager, Education and Outreach Manager, Production Manager, Librarian, Personnel Manager, Musicians (in conjunction with the Music Director)
<b>WEBSITE:</b>	<a href="https://www.reginasymphony.com/">https://www.reginasymphony.com/</a>

### **THE ORGANIZATION**

The Regina Symphony Orchestra (RSO) reaches people from all walks of life to strengthen its community through the power of live orchestral music across southern Saskatchewan. We evolve and grow the RSO to provide impactful musical experiences for generations to come.

Established in 1908, the RSO is committed to spreading the gift of music through performance, promotion and musical education.

Based at the Conexus Arts Centre in Regina, and led by the innovative and exciting Music Director, Gordon Gerrard, the RSO is a full-scale professional orchestra performing a 39-week season including: a pre-season outdoor concert, eight Masterworks concerts, five Pops concerts, three Canada Life Kids concerts, six Government House chamber concerts, and three Special concerts including perennial favourite, *Handel's Messiah*.

As well, the Regina Symphony Chamber Players put on dozens of school concerts each season, present concerts in southern Saskatchewan communities, and offer free concerts in Regina.

Each season, the RSO engages with more than 30,000 students, First Nations youth, and new audiences through 14 education and outreach programs.

The RSO is committed to the principles arising from the Calls to Action from the Truth and Reconciliation Commission.

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## **THE POSITION**

In partnership with the Music Director, the Executive Director will lead one of Canada's oldest symphony orchestras into new opportunities for dynamic growth and renewed connections with the communities of southern Saskatchewan.

The Executive Director works with the Board, Music Director and administration team in the development of a strategic long-range plan for the RSO. The Executive Director also develops and executes the annual business strategies and has responsibility for all business and administrative operations.

Working with the Board, staff, musicians and volunteers, the Executive Director will advance the RSO in the community, and act with the Chair as a senior representative for fundraising and public relations purposes.

The Executive Director will support, guide, and direct the RSO's commitment in opening dialogues on social issues and implementing relevant recommendations from the Truth and Reconciliation Commission.

## **RESPONSIBILITIES**

### **Leadership**

- In collaboration with the Music Director, articulates and portrays A clear vision that demonstrates the RSO's values of excellence, innovation, engagement, and integrity.
- Provides advice and support to the Music Director on budgeting and other operational matters.
- Ensures that the scheduling and production of all events (concerts, rehearsals, tours, run-outs, and special events) run smoothly, effectively and in a financially responsible manner.
- Develops strategies and policies for consideration by the Board.
- Oversees customer relations with all patrons and donors, and ticket sales for concerts and events. Manages information systems and processes.
- Serves as liaison between administrative staff and musicians. Leads negotiations of the collective agreement with the musicians' union.
- With the Music Director, takes mutual responsibility to maintain a cooperative relationship and advance the best interests of the organization.

### **Financial Management**

- Manages and administers RSO activities in alignment with the strategic and business plans, and budgets approved by the Board.
- Directs the financial and business operations of the organization, including financial planning, control and reporting, annual operating budget, long-range plan and financial projections.
- Works to ensure the financial sustainability of the RSO while increasing the financial position/capacity of the organization.
- Ensures that reports accurately reflect the organization's financial position at all times.

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- Identifies risks and implements risk management and mitigation strategies.
- Ensures RSO's compliance with federal and provincial charitable organization provisions.

## **Fundraising**

- Establishes fundraising targets and is ultimately responsible for reaching fundraising goals.
- Leads the development, management and implementation of the fundraising program.
- Oversees grant applications to government agencies and foundations.
- Develops and maintains strategic partnerships and relationships with corporate and individual benefactors.

## **Marketing & Communications**

- Along with the Music Director, shares the responsibility as the primary spokesperson of the RSO.
- Oversees all marketing and communication activities including public relations, advertising, season subscription and renewal campaigns, ticket sales, audience research, new subscriber activities and merchandising.
- Leads management and volunteers in ensuring that the RSO values of excellence, innovation, engagement and integrity inform all communications.
- Works with the Music Director to market the RSO locally and across Canada.

## **Community Outreach& Education**

- Oversees the design, development, administration, promotion and evaluation of all education and outreach programs.
- Represents the RSO to other arts, education and civic institutions to promote constructive and beneficial working partnerships in the community.
- Ensures community engagements and education programs align with RSO's values, and strategic goals, including building inclusivity with Indigenous partners.

## **Human Resource Management**

- Hires, trains and evaluates personnel reporting to the Executive Director.
- Provides administration for the personnel of the orchestra by carrying out and complying with provisions in the collective agreement.
- Establishes and enhances an environment of appreciation and gratitude for supporters and volunteers throughout the organization.
- Defines and applies key performance indicators with the management team.
- Creates an appropriate environment to stimulate employee morale and productivity.
- Builds a culture that encourages creative thinking, anticipates demands and seizes future opportunities.
- Provides professional development opportunities as appropriate.
- Delegates staff to work with volunteers.

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## **CANDIDATE QUALIFICATIONS**

- A minimum of 5 years of senior leadership experience with business skills in an arts management role, either in a symphony orchestra or similar cultural organization.
- A history of sound fiscal management.
- Experience in marketing with a proven ability and enthusiastic willingness to fundraise and develop significant sponsorships and partnerships.
- Experience in or demonstrated ability in creating and presenting a long-range strategic plan and an annual operating plan for both financial and operational areas.
- Experience in analysis of key components of the financial or operating plans and presenting relevant information to the Board for decision-making purposes.
- Proven history of recruiting, hiring, evaluating and inspiring qualified staff, building a team and improving efficiencies, developing job descriptions, implementing cross training and delegating responsibilities.
- Proven ability to plan for various contingencies; skills in crisis management.
- Proven experience and success in grant writing.
- Excellent written and oral communication skills.
- Strong negotiation skills.
- Understanding of and successful experience working in a unionized environment, including handling grievances and human resource complaints or concerns. Management experience in a unionized environment is an asset.
- An undergraduate degree in Arts Administration or Business, or experiential equivalent.

## **CANDIDATE CHARACTERISTICS**

- An inspirational visionary who leads by example.
- Ability to lead in a period of significant dynamic change.
- A genuine appreciation for orchestral music, with a profound belief in its importance to society.
- An understanding of the importance of inclusion of Canada's Indigenous peoples.
- A fearless relationship builder who enjoys connecting with the community.
- Possesses a collaborative approach especially with the Music Director, and builds trust with staff, musicians, Board members, and stakeholders.
- A vibrant and influential communicator who is engaging and outgoing, with a polished presence.
- Superior listening skills.
- Ability to interact with sponsors/potential sponsors at functions and represent the RSO in a professional manner.
- Works well under pressure.
- A creative, out-of-the-box and innovative thinker.
- An appreciation and understanding of technological change and its impact on audiences.
- Brings a natural rapport with musicians.
- Disciplined, takes initiative and accepts ownership with a hands-on approach.

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## **COMPENSATION**

A competitive compensation package including base salary and benefits will be provided, commensurate with experience.

## **HOW TO APPLY**

Please apply by email with your cover letter and resume no later than Friday, January 24<sup>th</sup>, 2020. Send to Searchlight Partners: [RSO@searchlightpartnersgroup.com](mailto:RSO@searchlightpartnersgroup.com).

*The Regina Symphony Orchestra is an equal-opportunity employer and strongly supports and values diversity in the workplace. Applications from all qualified candidates are welcome, and individuals from equity-seeking groups are encouraged to apply.*

*We thank all applicants for their interest; however, only those advancing in the process will be contacted.*