

**Orchestra Seattle Seattle Chamber Singers  
Position Description**

**Position Description:** **Managing Director— .5 FTE, salary based on qualifications**

**Summary:** The Managing Director leads and manages administrative programs (ticket sales, fund raising, promotion and outreach; financial management), supports the Board, and supervises volunteers and administrative staff. The Managing Director works closely with the Music Director (or interim leadership), contracted artists, and volunteers to provide support and assistance for concert programs presented by Orchestra Seattle/Seattle Chamber Singers.

**Reports to:** **Orchestra Seattle/Seattle Chamber Singers (OSSCS) Board**

**Primary Responsibilities:**

- Oversee all aspects of operations and administration for OSSCS, including, but not limited to finance, volunteer management, concert production, marketing, and development
- Work in tandem with the Music Director (or interim musical leadership) to meet and support the artistic mission of OSSCS
- Maintain the business office of the organization, including bookkeeping, payroll, etc.
- Work with appropriate Board committees to develop and carry out successful development and marketing plans; annual budget; Board recruitment, and education/community programs
  - Research, identify, and cultivate OSSCS donors and grantors
  - Manage grant-writing activities
  - Manage annual auction, OSSCS' most significant fund raising event
  - Develop marketing plan and calendar to include ticket revenue goals and promotion plans; ad placement for OSSCS with the media; regular mail and electronic communication with constituents; use of OSSCS website and e-mail as marketing tool
  - Supervise design and production of season brochure, promotional materials, and concert programs
  - Write and produce press releases; maintain relationships with media
  - Coordinate design and maintenance of website
- Staff Board committees and provide regular reports to the Board
- Manage concert and event logistics and production, including booking venues and contracting musicians and other professionals
- Manage communications to and from OSSCS membership

**Qualifications:**

Equivalent Education Level Required: Bachelor's degree in Humanities, Music, or Business

Experience Required: 3 to 5 years' management experience in related setting; experience in working effectively with volunteers (Board members in particular) to achieve organizational goals for philanthropic support; development experience, especially in grant writing, annual fund solicitation, and special event management, particularly charity auctions

Knowledge Required: Knowledge of non-profit management, including development, marketing, artistic management, and finance. Knowledge of music/performing arts or other related arts discipline strongly preferred. Microsoft Office and compatible application systems knowledge required

Skills Required: Superb organizational skills. Superb oral and written communications skills. Excellent interpersonal skills, including the ability to motivate others in achieving organization goals. Proven leadership ability and strong problem-solving skills.

Attributes: Willingness to accept responsibility and accountability; use of tact and diplomacy; initiative and ability to work independently; diligence in details of all work elements; patience; good sense of humor

Other Requirements: Flexibility in scheduling related to evening and/or weekend work. Current Washington State Driver's License, with ability to provide own transportation and travel as required

**Please respond with cover letter and resume by December 15, 2011, to [board@ossccs.org](mailto:board@ossccs.org); more information on OSSCS at [www.ossccs.org](http://www.ossccs.org). Please direct questions to [board@ossccs.org](mailto:board@ossccs.org) .**