



Aurora Symphony Orchestra Executive Director

The Aurora Symphony Orchestra (ASO) is seeking applicants for the position of Executive Director. This is a part-time independent contractor position reporting to the ASO Board of Directors.

The Aurora Symphony Orchestra (ASO) operates at a professional level largely through volunteer efforts. The Executive Director of the Aurora Symphony Orchestra organizes and directs operations for the symphony as well as committing to the symphony's mission. The Executive Director must have a talent for creativity and organization to tend budgeting, event planning, and marketing, along with having great skill in networking. The Executive director must also have a desire to spread music to the public. The Executive Director is responsible for ASO leadership, administrative and operations tasks, community outreach, organization and marketing, concert stage management, and collaborations with the ASO Board.

Chosen candidates will be result-oriented, innovative, and have excellent communication skills. Candidates are required to have strong analytical and organization skills as well as having knowledgeable skill in accounting fundamentals. She or he must also have strong collaboration with the Board members and the Orchestra members to create genuine trust and a distinct culture. The Executive Director does not have to be a musician, but an understanding of performance requirements is helpful.

Minimum Qualifications

- 1-2 years previous experience in a similar positions with an orchestra or other cultural/arts organization; or several years' experience as a volunteer, board member, staff member, or other related experience with a cultural arts organization
- Understanding of an annual budget
- Strong Written and verbal communication skills

Desirable Qualifications

- The Executive Director does not have to be a musician, but an understanding of performance requirements is helpful.
- Marketing and administrative experience
- Strong networking and interpersonal skills
- Ability to build relationships that benefit the ASO
- Grant writing and reporting experience
- Experience managing volunteers
- Experience with operations and logistics of performances

Average Weekly Hours vary during the performance season and the non-performance season. It is expected to average approximately 20 hours per month. Some evening and weekend hours are required.

Current anticipated pay for this position is \$400 per month, plus bonus opportunities.

Additional information about the orchestra is available at the website: www.aurorasymphony.org

Additional information about the recruitment process and the position is available by contacting the ASO's Board Chair Dr. Karlotta Davis, email daviskarlotta@gmail.com, phone: 303-718-7256 or Vice Chair Michelle Wolfe, email michellewolfe63@comcast.net, phone: 303-927-8620

Please send resume and cover letter to:
Aurora Symphony Orchestra
Attn: Executive Director Search Committee
P.O. Box 441481
Aurora, CO 80044

-OR-

By e-mail to: treasurer@aurorasymphony.org

Application deadline: August 31, 2018

REV. 8/7/18