

## Job Announcement

The Topeka Symphony Orchestra (TSO) is seeking a dynamic, creative, results-oriented individual for the position of Interim Executive Director. The person selected for this position will assist the current Executive Director and the TSO General Manager with the day-to-day operations of the Topeka Symphony Society with the expectation that the Interim Executive Director will become the TSO Executive Director when the current Executive Director retires in the spring of 2021.

As part of a small team managing the TSO, the Interim Executive Director is involved in all aspects of the organization's operations. This position works closely with the TSO Board of Directors, Endowment Trustees, and community stakeholders to build relationships promoting the mission, activities, and awareness of the Topeka Symphony Orchestra.

Salary starting at \$45,000 with benefits to be negotiated. Applicants should submit a cover letter, résumé, and the names of three references to [tso@topekasymphony.org](mailto:tso@topekasymphony.org)

Review of applications will begin February 22, 2021. Position open until filled.

## Duties

- Work with the TSO staff, Music Director, and Board to develop long-range plans and goals.
- Participate in establishing budget projections and reporting results.
- Attend all TSO Board meetings and relevant Board committees to present progress reports on major activities.
- Assist with Box Office operations including season ticket sales, season membership sales, and single ticket sales on the phone, online, and via email.
- Manage database entry and management for ticketholders and financial donors.
- Produce ticket sales and attendance reports for review by the TSO Executive Committee and Board of Directors.
- Develop content and manage email marketing and awareness campaigns.
- Create and distribute press releases prior to each season and each individual concert as well Youth Ensembles concerts and other TSO-related events.
- Attend TSO events to interact with patrons.
- Work with TSO Board committees, League members, and staff to plan and implement fundraising events such as Frugal House, the Gala, and other fundraising events.
- Research and write grant applications.
- Manage communications with TSO musicians regarding rehearsal and concert schedules.
- Work with the Music Director to develop campaigns for season ticket sales and single ticket sales.
- Work with outside contractors and graphic designers to develop ticket sales campaigns including season brochures and advertising
- Monitor, update, and manage social media platforms
- Develop content and manage email marketing and awareness campaigns.

- Work with TSO Board committees and staff to identify and cultivate new funding opportunities.
- Assist the Board in fundraising activities, providing information and materials as requested for the solicitation of gifts, annual fund drive, corporate sponsorships, special events, endowment campaigns, planned giving programs, and identification and cultivation of donors.
- Oversee documentation of donations, pledges, and sponsorships.
- Foster partnerships with Topeka arts organizations.

#### Minimum Qualifications

- Bachelor's degree
- Experience working with a non-profit organization, preferably arts-related
- Strong organizational and time management skills
- Demonstrated administrative and leadership skills
- Strong communication skills including ability to write and speak persuasively about the organization
- Established skills using office productivity tools such as Microsoft Word, Excel, and QuickBooks; social media and online website tools; and database management and reporting tools
- Willingness to work flexible hours including evenings and weekends
- Valid driver's license

#### Preferred Qualifications

- Master's degree in arts management, public administration, or similar degree program

#### Compensation

Salary starting at \$45,000 with benefits to be negotiated.

#### Timeline

Review of applications will begin February 22, 2021, and the position will remain open until filled.

#### To Apply

Send a cover letter, résumé, and the names of three references to [tso@topekasymphony.org](mailto:tso@topekasymphony.org)