



The Pennsylvania Chamber Orchestra (PCO) is now accepting applications for a new Executive Director. This part-time, dynamic position provides the opportunity for a qualified individual to showcase a variety of skills to elevate the impact of the PCO in Central Pennsylvania.

Organization:

The Pennsylvania Chamber Orchestra (PCO) believes in the transformative power of music to bring our community together. Founded in 1990, it has since emerged as the premiere all-professional chamber orchestra for the central PA region. The PCO mission is to provide Central Pennsylvania with an artistically superb orchestra and orchestra concerts, as well as to develop an environment where the awareness and appreciation for orchestral music will flourish. PCO typically holds six concerts per year, including a holiday concert and a free family concert designed to engage young people and their families to build a future full of classical and innovative orchestral music. Collaborations with additional community entities like school programs and local choirs enrich the quality and audience experience throughout the year.

Job Summary:

The Executive Director of the PCO provides the administrative management for the orchestra including the day-to-day operations and helps to set and achieve strategic goals for development and fundraising, communications, community engagement, and concert production. The Executive Director maintains a strong relationship with the Board of Directors that assists with reaching the goals for growth and stability in the organization. The Executive Director also collaborates with the Music Director in helping to fulfill their vision while serving as the liaison between the Music Director and the musicians. The successful candidate will be a highly motivated and experienced individual with a passion for music, proven organizational expertise, excellent communication skills, strong leadership abilities, and experience in fundraising and budget management.

Key Roles and Relationships

- Directly reports to the board of directors
- Fosters relationships with community leaders, members of the media, and other stakeholders to promote the orchestra and its mission
- Serves as the primary spokesperson for the orchestra, representing the organization in public appearances and media interviews

Responsibilities

- Oversees the day-to-day operations of the orchestra, including working with the Personnel Manager and the Music Director, supervising any current intern and volunteers, and following the direction of the executive board

- Develops and implements strategies to increase revenue, including fundraising campaigns, corporate sponsorships, grant proposals, and soliciting donations from individual contributors

Concert Production

- Helps create season schedule in collaboration with the Music Director
- Secure venues and negotiate contracts and related production agreements
- Acquire music for the concert and produce artist contracts

Marketing and Communications

- Work with the board of directors to develop an annual marketing plan and budget while securing grants to assist with costs
- Create and implement all communications including direct mail pieces, mass mail, brochures, programs, annual appeals, and posters for concerts
- Manage the PCO website

Finance

- Collaborate with the Board Treasurer to develop, implement, and communicate current and long-term financial plans to ensure fiscal stability and health
- Maintain financial controls and integrity and security of all digital systems
- Develop budgets and reports for funding proposals
- Pay all bills and invoices, including orchestra personnel, and operational costs
- Monitor and provide timely and accurate financial statements to the board

Development

- Cultivate lasting relationships with patrons and donors and encourage increases in annual giving by new and existing contributors
- Draft all proposals, solicitations, and acknowledgements
- Maintain donor database that allows for tracking, analysis and reporting of all donations and fundraising efforts

Governance

- Partner closely with the Board President to develop an engaged board that will advocate for growth and financial stability of the organization
- Support board administration, including scheduling meetings, creating agendas, meeting materials, sending minutes, and board communications

Community Engagement and Education

- Develop and maintain relationships with relevant organizations such as local school districts, civic leaders, non-profit organizations, other arts organizations, The Music Academy, and Penn State University

Qualifications:

The successful candidate will have a bachelor's degree and 2 years of related, applicable experience. Experience with a non-profit entity, especially regarding fundraising and board relations is desirable. Skills in marketing, financial management, development, marketing and communications, community engagement, education and project management are essential. Demonstrated written and public speaking skills are required.

In addition, qualified candidates will have sufficient knowledge of orchestral music to partner with the Music Director and engage with stakeholders in an informed manner, or a willingness and desire to learn. Candidates should have the ability to establish and maintain effective working relationships with volunteers and staff and to work flexible and changing schedules, including some evenings and weekends.

Proficiency in Microsoft Office Suite, QuickBooks, Google Suite, and similar software and online tools is desired.

Salary: \$18,000

Hours: Average 20 hours per week

The PCO does not offer health insurance.

If you are a dynamic leader with a passion for classical music, we encourage you to apply for this exciting opportunity. Interested parties may apply by submitting a resume and cover letter explaining why they are the perfect candidate via email to apply@pachamberorchestra.org. Screening of applications will begin on **Monday, April 28** and will continue until the position is filled.

The PCO complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex (including pregnancy, sexual orientation, and gender identity).