

**GJMAA**  
**Executive Director**  
**Job Description**  
3.20.08

Exec Director, Grand Junction Symphony; FT; management, development and marketing experience req; see [www.gjsymphony.org](http://www.gjsymphony.org) Send resume with salary req: PO Box 3039, Grand Junction, CO 81502 or email [search@gjsymphony.org](mailto:search@gjsymphony.org) by April 10, 2008

**Job Title:** Executive Director (ED)  
**Status:** Exempt, at-will-full time employee  
**Reports To:** Board President  
**Supervises:** Office staff, volunteers

**Overview and General Scope**

The ED is responsible for the overall day-to-day management of the Grand Junction Musical Arts Association (GJMAA). The Grand Junction Symphony Orchestra (GJSO) is the primary member of the GJMAA. The general responsibilities include the planning and directing the administrative activities of the GJMAA and in particular the GJSO. The BY-LAWS stipulate that the ED reports directly to the President of the Board of Directors.

The following outlines the general scope of responsibilities. They are not listed in any particular order of priority or importance. It is the intent of this description to be a general guideline for establishing expectations and reporting accountability and specific to any task.

It is assumed that the ED will perform within generally accepted standards as experienced within the general cultural arts community and the Grand Junction community. It is assumed that applicable Federal, State and local laws will be followed while administering the duties of the ED.

**Administrative Responsibilities**

1. Hire, train, manage, evaluate and discipline office administrative personnel.
2. Develop, implement and monitor compensation and benefits programs for office administrative personnel.
3. Develop and implement organized, efficient, effective office and ancillary operations.
4. Responsibly work within established operating budgets.
5. Administer and manage ticket sales.
6. Identify possible technology opportunities which could aid in improving general administrative and accounting systems.

**Marketing and Public Relations**

1. Further develop existing marketing opportunities which will continue to improve visibility in the community and promote the GJSO. Ticket sales and revenue are the measure for marketing success.
2. Further develop branding, promotional programs and special events which will contribute to the financial sustainability of the GJSO.
3. Actively promote the GJSO and the music director locally, regionally and beyond.
4. Build and maintain relationships with other community arts organizations, government agencies and other community organizations and individuals creating a synergy to further the GJSO interests.
5. Develop and maintain effective relationships with local and regional media.
6. Support the interests of the music director and the Board of Directors within the community.
7. Facilitate and nurture good customer service.
8. Generally, be a promoter and ambassador for the GJSO.

**Development**

1. Work with the Board to develop fund raising opportunities.
2. Manage the process for grant applications, reports to foundations, corporations and government agencies which provide financial support to the arts.
3. Develop, implement and maintain the donor/investor communications.
4. Develop a business plan appropriate for the GJSO which specifically can be used for Venue and Fund Raising development.

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5. Nurture development within the Board of Directors. Ultimately it is the responsibility of both the ED and the Board of Directors to pursue underwriters and fellow donors for the long term sustainability of the GJSO. Administratively assist the Board of Directors with individual fund raising and concert underwriters important for the long term sustainability of the GJSO.
6. Report to the Board opportunities and strategies for development.

**Fiduciary and Administrative Responsibility and Accountability**

1. Working with the Music Director and Board Treasurer, administer accounting and financial management including annual budget development.
2. Monitor expenditures in accordance with budget expectations.
3. Properly maintain financial records and documents.
4. Manage the process for monthly reporting to the Board.
5. Assure grant requirements are properly administered and reported.

**Board of Directors**

1. As necessary, work with the secretary of the Board for monthly documents.
2. Maintain and positive and constructive relationship with the Board and Board members.

**Personal Development and Continuing Education**

1. As appropriate recommend and administer education programs to the Board, committees, organization members/performers or staff.

**GJMAA and our Complementary Organizations**

1. As appropriate, interface and support our complementary organizations and Symphony Guild.