



Job Announcement (March 5, 2025)

Position: Artistic Director

Reports To: SRJO Board President

Position Type: FULL TIME (averaging 40 hours/week), salaried

Salary: \$80,000 - \$100,000 (depending on education & experience) with opportunities to increase orchestra activities and audience reach for additional income.

Benefits: negotiable as part of compensation package

Location: Seattle, Washington

Application Deadline: May 1, 2025

Timeline for Selection Process: June 1, 2025, through June 30, 2026

The Seattle Repertory Jazz Orchestra is an award-winning, fully professional jazz orchestra now entering its 31st season, and is supported and governed by a mid-sized, non-profit arts organization that has an active Board of Directors, several professional staff workers, and will soon hire a Managing Director. The orchestra presents an annual subscription series of five or more concert productions (spread over a nine-month “concert season”) and performs in professional concert halls for large and appreciative audiences (primarily in the Seattle metro region). Together, the band and organization are dedicated to the performance of the unique American art form of large ensemble jazz, to the enrichment of the jazz repertoire with new works and restored classics, and to the inspiration and education of the next generation.

SRJO is seeking a dedicated, flexible, and highly organized individual to join its organization as Artistic Director. This person will replace SRJO’s current Artistic Director, Dr. Michael Brockman, who is one of the orchestra’s two founding directors, and has served in the AD role for all 31 years of SRJO’s existence. A new AD will be selected following a thorough process extending through the coming 2025-26 concert season.

Major qualifications include excellent skills in jazz performance, with proven excellence in directing big band jazz ensembles, and performing in jazz ensembles of all sizes. Experience as a composer/arranger is highly desired. The AD must be able to manage people and relationships (musicians, staff, board, donors, sponsors, community contacts), be an outgoing representative of the organization, be able to build connections with corporate sponsors, and possess excellent communication skills to enhance/magnify the work of SRJO’s development, marketing and grant writing staff.

Position Summary:

The Artistic Director (AD) leads the orchestra and serves as the artistic head of the SRJO organization. The AD develops and implements the artistic vision of the organization. The AD conceptualizes, develops, and delivers programming, selects and locates all musical scores, organizes and leads all rehearsals and concerts, is a liaison with potential guest artists (local, national and international), and is the leader of the orchestra on and off stage. The AD works closely with SRJO professional staff and the Board to help maintain consistent and timely marketing, promotion, fund raising, customer service and financial stability of the

organization. The Artistic Director reports to the SRJO Board of Directors (“the Board”) and actively consults with the SRJO Managing Director to ensure the organization’s long-term sustainability.

Job Description

The Artistic Director is responsible for developing and implementing the artistic vision of the SRJO, selecting music in keeping with the SRJO’s commitment to the stewardship and promotion of the unique American art form of large-ensemble Jazz. The Artistic Director is responsible for conceptualizing and delivering programs that provide an inclusive experience for a growing audience and demonstrates the organization’s commitment to nurture the work of local, national and international musicians of the highest caliber. The AD maintains autonomy over selection of music and repertoire but works in conjunction with the Board and with other employees to further the mission and vision of the organization.

This position is full-time (calculated at an average of approximately 40 hour/week, with some weeks requiring more than 40 and others fewer than 40). This position is a salaried, exempt position (generally not eligible for overtime pay).

The Artistic Director has these duties and responsibilities in six major organizational functions:

1. Lead the Orchestra
 - a. Develop season of mainstage concert programming and planning in collaboration with musicians to ensure a diverse and exciting season. Finalize the next season’s program as early as possible (ideally February 28th, but no later than July 15 of each year, so brochures can be prepared, and ticket sales launched).
 - b. Prepare the budget for all mainstage concerts and present it to the Managing Director and/or the Board for final approval.
 - c. Execute the approved season, managing all artistic aspects of concert planning and performance, including selecting and hiring guest artists and setting rehearsal and performance dates within the approved budget.
 - d. Establish and maintain artistic standards for the band and its members.
 - e. Develop and cultivate creative and artistic relationships with local, national, and international musicians and their agents that align with SRJO’s mission and values in consultation with the Managing Director and/or the Board.
 - f. Coordinate any outside contracted services with the Managing Director and/or the Board. These include services performed by the orchestra (such as outreach concerts and private events), and services performed for the orchestra by workers outside the SRJO organization (such as recording services or compositions/arrangements prepared by professional writers).
2. Participate in Fundraising
 - a. In coordination and consultation with the Managing Director and/or the Board, participate in fundraising efforts and revenue enhancement activities, including but not limited to major donor cultivation, solicitation, and stewardship, assisting with grant applications as needed, and providing artistic support for the annual Gala.
 - b. Hire band members and/or guest artists to support fundraising events as needed and budgeted.
3. Collaboration with Managing Director and Board
 - a. Develop short- and long-term artistic and strategic planning, including identification of special funding needs for outside artists (guest artists), and actively lead the engagement and presentation of those guest artists.
 - b. Maintain a productive working relationship with the Managing Director and the Board.
 - c. Collaborate with the Managing Director and the Board to identify potential candidates for future Board membership using processes set by SRJO’s Systems and Strategies Committee.
 - d. Provide artistic planning information in a timely fashion in advance of full Board and committee meetings.
 - e. Participate in Board meetings as requested and in coordination with the Managing Director.
4. Support Education and Community Engagement Efforts
 - a. Support the SRJO Education Director to identify professional coaches to teach in the Clarence Acox Jazz Scholars Program and other SRJO education and community outreach efforts, including Jazz4Kids (concerts for children) and Rising Stars (featuring young artists).
 - b. Cultivate collaborative relationships with Seattle’s many jazz and arts organizations.

5. Create Artistic Budgets and Help Manage Finances
 - a. Meet regularly with the Managing Director, the Board President and/or Treasurer to develop artistic budget requirements, and review income or expenses covered by the Artistic budget.
 - b. Manage orchestra expenses to stay within budgeted amounts.

6. Participate in Marketing and Communications
 - a. When requested, work with the Managing Director or the Board in the development of marketing materials as they relate to the artistic mission and vision.
 - b. In consultation with the Managing Director or the Board, participate in organizational efforts to expand audiences and maximize ticket revenue.
 - c. In consultation with the Managing Director or the Board, participate in radio, television, online and in-person interviews or speaking engagements to help promote the artistic vision of SRJO.

Additional responsibilities as artistic leader of the organization may arise that are not included in the above list.

Application Process: Send by email a cover letter and resume to:

Search Committee Chair
srjosearch@srjo.org

Seattle Repertory Jazz Orchestra is an equal-opportunity employer, and does not discriminate on the basis of race, religion, age, sex, sexual orientation, disability, genetic information or national origin. All qualified persons are encouraged to apply.

For more information about SRJO, visit SRJO.org.

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