



"Jazz music is the power of now." - Wynton Marsalis

EMPLOYMENT OPPORTUNITY:

POSITION:	EXECUTIVE DIRECTOR
CLOSES:	Open until filled, with priority to applicants who submit by July 31
EMPLOYMENT STATUS:	Permanent, Full Time, Exempt
REPORTS TO:	Board of Directors
SUPERVISES:	Development, Marketing & Communications, Accounting, Box Office, Educational Outreach, and General Administrative Support Personnel

ORGANIZATION:

Seattle Repertory Jazz Orchestra is the Northwest's premier big-band jazz ensemble. Its 17-piece big band is made up of the most prominent jazz soloists and band leaders in the greater Seattle area.

It is a mid-sized, non-profit arts organization now entering its 28th year, and is dedicated to the performance and enrichment of the unique American art form of large-ensemble jazz. SRJO also works to educate and inspire the next generation through its Jazz Scholars program and enriches the jazz repertoire with new works and restored classics.

Recovering jazz classics for performance by the ensemble is accomplished by Artistic Director Dr. Michael Brockman and others from the orchestra many of whom are our region's outstanding practitioners of the art of transcribing lost-to-print composition and arrangement, note for note, from vintage recordings.

SRJO's mission is to promote appreciation of the unique American art form of large ensemble jazz and to share the joy of live professional jazz performance. SRJO's vision is to be valued as one of the cultural treasures of the Pacific Northwest.

POSITION SUMMARY:

The Executive Director will report to the Board of Directors and will provide administrative and strategic direction that embraces SRJO's long-standing commitment to the stewardship and promotion of the unique American art form of large ensemble Jazz. This dynamic leader will skillfully direct the daily operations of SRJO as they also help to ensure the financial sustainability and organizational health of this important Seattle institution.

The Executive Director will manage a lean and dynamic staff, all of whom work remotely. There is no physical SRJO office.

This position will be highly visible and will represent SRJO as its performances and events, and throughout the community. The Executive Director will enthusiastically engage in the cultivation and stewardship of patrons and donors, advance creative partnerships, and help deepen the organization's engagement with communities across the Puget Sound region. They will bring an entrepreneurial spirit to their work, embracing opportunities for growth and evolution in SRJO's programs and services. In partnership with the Artistic Director, they will build upon the 27-year legacy of SRJO to sustain and nurture its ensemble of talented local artists, as they also conceptualize, create, and deliver new innovative and lively programming that helps to develop and serve a growing, engaged audience.

The Executive Director will be highly skilled in budgeting and forecasting, familiar with basic non-profit accounting principles and regulations, provide management and oversight to accounting staff, and will develop and deliver accurate monthly finance reports to the Board of Directors on the performance and financial health of the organization.

The Executive Director will embed equity, diversity, inclusion, and access in all aspects of the organization. The Board and Artistic Director of SRJO seek to expand the reach of the organization, its artists, and the art form it represents further through the growth of its education and community engagement work. The Executive Director will be a key leader in the delivery of these evolving and impactful programs.

This is a new position, having been created through a thoughtful and strategic process led by the Board of Directors in partnership with Michael Brockman, who had been serving in a combined Artistic and Executive Director role since the Orchestra's inception. Dr. Brockman will become the full-time Artistic Director role once a permanent Executive Director has been identified and hired. Dr. Brockman will also report to the Board.

ROLES AND RESPONSIBILITIES:

Organizational Leadership

- Lead in partnership with the Board of Directors and Artistic Director in the development and implementation of a Strategic Plan, designing and fulfilling strategic goals and objectives to ensure short- and long-term organizational sustainability and success.
- Initiate with the Board President a program of board development, recruitment, and education.
- Participate in building strategic and innovative partnerships throughout the community that help advance the programmatic and organizational goals of SRJO.
- Foster a culture of teamwork, transparency, clear and consistent communication, and passion for the mission of the organization and its programs.
- Manage SRJO administrative staff, monitor workloads and staff assignments, conduct and/or oversee performance evaluations, and ensure opportunities for professional development for SRJO staff.
- Function as the primary administrative leader. Oversee finance, human resources, board relations and communications, fundraising, marketing & communications, patron services, contract management, policies and procedures, and general business operations.

Board Relations

- Serve as primary staff liaison to the Board of Directors.
- Coordinate and prepare agendas, reports, and briefing kits for meetings of the SRJO Board of Directors and board committees.
- Provide support to Board Leadership for new member recruitment, new member orientation, policy development, and communications.

Financial Management

- Oversee the development of the organization's annual operating budget and long-range financial forecast.
- Ensure the proper and accurate entry/maintenance of all accounting activities:
 - Accounts Payable
 - Accounts Receivable
 - Journal entries
 - Monthly reconciliation of bank and investment statements
 - Payroll, taxes, and benefits
- Oversee the development and implementation of internal controls.
- Ensure the proper and timely payment of all local, state, and federal taxes and fees.
- Generate monthly financial reports and forecasts for review and approval by the Finance Committee and Board of Directors.

Fundraising

- Provide direct oversight and support for the Development Director. Ensure annual fundraising plans are developed and implemented.
- Work collaboratively with the Development Director, Artistic Director, and Board of Directors to build and empower the Board's capacity, capability, consistency, and confidence in fundraising.
- Support grant writing and reporting as needed.
- Engage in ongoing major gift and sponsorship cultivation and solicitation.

Generating Earned Income in collaboration with the Artistic Director

- Monitor income and make proposals to maintain and/or restore a healthy balance between earned and contributed income
- Develop and propose to the Board initiatives that grow SRJO and fulfill its performance mission.
- Explore changes in venues and performance schedules to increase penetration of the potential Puget Sound audience.
- Create and manage marketing programs to strengthen brand awareness, build audience, and deliver budgeted ticket revenues.
- With input from Ticket Policy Committee, set ticket prices.
- Develop opportunities for contracted band performances that support the mission, strengthen brand awareness, and extend audience reach, while generating contribution margins over assignable variable costs.

Marketing & Communications

- Provide direct oversight and support for Marketing & Communications personnel. Ensure annual season/event promotion and communications plans are developed and implemented.
- Work in partnership with Marketing & Communications personnel to strengthen SRJO's brand awareness, expand audiences, and meet budgeted sales targets.

Human Resources

- Develop, maintain, and oversee the implementation of employment policies and procedures. Review policies annually to ensure legal compliance and maintain best practices.
- Coordinate job postings, interviews, and hiring processes.
- Coordinate and ensure the completion of annual employee performance evaluations and professional development plans.
- Administer employee benefits programs.

Contracting

- Negotiate and/or facilitate contracts with performance venues.
- Ensure timely communication and administration of communications and contracts to allow for proper financial and logistical planning of events and activities.
- Negotiate and/or facilitate contracts with artists, arts educators, and event support staff.
- Ensure SRJO's compliance with venue and artist contracts.

General Management

- Set and oversee strategic direction for technology maintenance and improvements (hardware and software).
- Set and maintain policies for email use, management of shared files, system backups, and network security.
- Other general management tasks as assigned.

Educational Outreach

- Oversee/support work of Educational Outreach Director to ensure delivery of educational services while staying within budgeted funds.
- Oversee/support work of Educational Outreach Director on planning, booking and executing Jazz4Kids concerts and other outreach events in the community.
- Approve an annual education and community engagement plan
- Work with Education Director to review teaching artist activities, ensuring proper screening, hiring and contracting of Jazz Scholars coaching staff (who are independent contractors), and instructional clinics/workshops.

TRAITS AND CHARACTERISTICS:

- Leadership and Diplomacy – The ability to collaborate to develop a consensus around an inspirational artistic vision, build trust that supports creative risks, and leverage networks and an understanding of different perspectives to advance the organization’s mission.
- Teamwork and Employee Development – The capacity to invest in and empower team members to build shared growth and consensus decision making, while respecting and appreciating the contributions of all team members towards a shared purpose.
- Self-Starting and Personal Accountability – The disposition and confidence to take initiative with assertiveness and persistence and the ability to self-evaluate and accept responsibility for actions and results.
- Audience Focus – The acumen to invest in and understand the needs and journeys of both current patrons and those who have not yet become patrons of the orchestra and relating those perspectives to artistic and managerial decision making within the organization.

QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- Knowledge of accounting requirements and standards for not-for-profit organizations.
- Previous experience in accounting/finance and administration required.
- Experience with the QuickBooks Accounting Software and other databases, MS Word, Excel, and Outlook required.
- Excellent verbal and written communication skills required.
- Experience in non-profit arts administration a plus.
- Successful candidate must possess excellent organizational skills and a demonstrated ability to lead a dynamic team.

COMPENSATION AND BENEFITS:

Seattle Repertory Jazz Orchestra offers a competitive salary commensurate with demonstrated experience. The starting salary will be between \$60,000 and \$75,000, based on experience and qualifications. The benefits package includes paid time off, as well as medical and dental insurance.

APPLICATION REQUIREMENTS:

SRJO is committed to a diverse and inclusive working environment. SRJO is an equal opportunity employer and does not discriminate based on race, sexual orientation, disability, national origin, protected veteran status, age, gender, gender identity, or other legally protected status.

Please email **cover letter** describing qualifications, **resume**, and three **references** to SRJO Executive Director Search Committee at **resumes@SRJO.org**. **No phone calls please.**