



*“Jazz music is the power of now.” - Wynton Marsalis*

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**EMPLOYMENT OPPORTUNITY:**

**POSITION:** EXECUTIVE DIRECTOR  
**CLOSES:** Open until filled.  
**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  
**LOCATION:** Remote (from the Greater Seattle Area)

**ORGANIZATION:** Seattle Repertory Jazz Orchestra (SRJO) is the Northwest's premier professional big-band jazz ensemble and a mid-size, nonprofit arts organization. Now entering its 28th year, the award-winning, 17-piece big band is made up of the most prominent jazz soloists and band leaders in the greater Seattle area.

The Orchestra annually presents multiple performances of five to six mainstage concert productions. Most of these performances take place at the Illsey Ball Nordstrom Recital Hall at Benaroya Hall in Seattle and Kirkland Performance Center. SRJO often features world-class guest artists, and recent guest artists have included 8-time Grammy Award winning bassist Christian McBride, Grammy Award winning saxophonist Joshua Redman, Grammy nominated saxophonist Tia Fuller, composer Maria Schneider, trombonist Wycliffe Gordo, and Anat Cohen.

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. SRJO also works to educate and inspire the next generation through the Jazz4Kids concerts and the Clarence Acox Jazz Scholars program for underserved youth in Seattle Public Schools. SRJO performs a mixture of new works, standards and restored classics.

**POSITION SUMMARY:**

The Executive Director will report to the Board of Directors and will provide the leadership to move the organization into the future. Key areas of expertise include marketing, donor relations and fundraising as well as usual administrative and strategic direction. The ED will direct daily operations as well as ensure the organization's financial sustainability and organizational health.

The Executive Director will manage SRJO's staff including development, administrative, educational, accounting and support personnel. All 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 engage in the cultivation and stewardship of patrons and donors, advance creative partnerships, and help deepen the organization's contact with communities across the Puget Sound region. In partnership with the Artistic Director, the ED will build upon the 27-year legacy of SRJO to sustain and nurture its ensemble while working to expand and engage a larger audience throughout the Puget Sound region.

The Executive Director will be highly skilled in budgeting and forecasting and be familiar with basic non-profit accounting principles and regulations. The director will 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.

Equity, diversity, inclusion, and access in all aspects of the organization is an integral part of the position. SRJO's education and community engagement work also are part of the position.

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 five-year Strategic Plan, replacing an existing plan.
- Develop marketing programs to increase audiences.
- Manage SRJO staff, monitor workloads and staff assignments, conduct and/or oversee performance evaluations, and ensure opportunities for professional development for SRJO staff.
- Initiate with the Board President a program of board development, recruitment, and education.

### **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 generation of financial reports and forecasts for review and approval by the Finance Committee and Board of Directors.

### **Fundraising**

- Engage with subscribers, donors, funders, the arts community, and government entities.
- Engage in ongoing major gift and sponsorship cultivation, solicitation and stewardship.
- Supervise the work of the Development person. Ensure annual fundraising plans are developed and implemented and grants are being actively pursued.
- Work collaboratively with the Artistic Director and Board of Directors to build the Board's capacity, capability, consistency, and confidence in fundraising.

### **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.
- Create and manage marketing programs to strengthen brand awareness and build audience.
- 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.
- 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**

- Oversee an aggressive marketing and social media plan to build audiences.
- Oversee marketing & communications personnel on season/event promotion and communications plans.

## **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.

## **General Management**

### **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 and ensure the completion of annual employee performance evaluations and professional development plans.

### **Contracting**

- Negotiate and/or facilitate contracts with performance venues in cooperation with the Artistic Director.
- 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.

### **Technology**

- 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.

## **QUALIFICATIONS, EDUCATION AND EXPERIENCE:**

- General knowledge of accounting requirements and standards for not-for-profit organizations.
- 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.

**COMPENSATION AND BENEFITS:** \$65,000 to \$75,000, based on experience and qualifications. Medical and dental insurance. Washington State and City of Seattle mandated family, medical, and sick leave. Paid holidays and vacation.

## **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.**