



# INDIANAPOLIS YOUTH ORCHESTRA

POSITION: Executive Director  
TERMS OF EMPLOYMENT: Full-time, Exempt  
SALARY: \$30,000-\$40,000  
DEADLINE TO APPLY: Tuesday, March 28, 2023

**Reports to:** Board of Directors

**Position summary:** The Indianapolis Youth Orchestra (Indianapolis, IN) is seeking a full-time Executive Director with experience in arts management and music education. The position will start in **July 2023**. Responsibilities include managing all administrative aspects of the organization, including fund raising, education outreach, marketing, and communication. See below for full list of duties.

**Required Qualifications:**

College degree with 3 years of arts administration experience  
Exceptional verbal and written communication skills  
Ability to work weekends

**Desired Qualifications:**

Experience in music education.  
Knowledge of QuickBooks and Bloomerang (or comparable CRM).

**To Apply:**

Please provide the following information -

- A letter of application that describes your qualifications and interest in this position.
- A résumé.
- List of references.

Please email all requested materials *as a combined PDF* with "Executive Director Search" in the subject line by Tuesday, March 28, 2023 to [info@indianapolisyouthorchestra.org](mailto:info@indianapolisyouthorchestra.org).

All applications will be kept confidential.  
Please, no phone calls.

### **About the Indianapolis Youth Orchestra**

Founded in 1982, the Indianapolis Youth Orchestra (originally named the New World Youth Orchestras) is a non-profit organization based in Indianapolis, Indiana comprised of three separate youth orchestras: Concert, Philharmonic, and Symphony Orchestra. Annual membership is approximately 220 and is made up of young musicians from all over the state of Indiana with an age range of 10-18. IYO is currently in residence at Butler University in Indianapolis and performs regular concerts at the Hilbert Circle Theatre, home of the Indianapolis Symphony Orchestra.

In partnership with local arts organizations and universities, IYO offers professional coaching, masterclasses, lectures, and special projects for its members. Additional music education classes such as music theory, music history, and chamber music have also been offered according to interest and availability.

The mission of the Indianapolis Youth Orchestra is to develop the musical talent of young people in Indianapolis and central Indiana through quality music education and the rehearsal and performance of orchestral masterworks, both traditional and contemporary.

For more information, please visit [www.indianapolisyouthorchestra.org](http://www.indianapolisyouthorchestra.org), as well as our Facebook page, *Indianapolis Youth Orchestra*

The Role: Work directly with the AD (the ED's peer in the organization) and the Board of Directors.

The Scope: This job scope is not intended to imply that these are the only duties to be performed by the individual in this position. Other job-related duties and responsibilities may be assigned. The ED is responsible for the following:

#### Administrative:

- Maintain the business office, website, email, constituent and donor databases
- Purchase equipment and supplies according to budget and approved procedures
- Work regularly with the administrative assistant to ensure bills, payments, deposits, etc. are recorded monthly.
- Communicate monthly with Treasurer regarding financial statements.
- Set the season schedule in collaboration with the Artistic Director and conducting staff
- Maintain relationships and communicate effectively with all vendors, public schools, private teachers, etc.
- Manage and coordinate parent volunteers for various operational activities
- Organize auditions, concerts and the annual Young Artist Competition
- Supervise and support conductors and staff (interns, graduate assistants, etc.)
- Represent organization in a professional manner throughout the state of Indiana, regionally, and nationally
- Search out collaborations, artistic innovations, and opportunities to tour in coordination with Artistic Director
- Develop and oversee the annual operating budget in cooperation with the Board of Directors
- Negotiate contracts with concert venues, vendors, soloists, etc.
- Cultivate a working environment that promotes the development and retention of the highest quality staff, board, and artistic talent

- Advance principles of inclusion, diversity, equity, and accessibility within the organization

#### Board of Directors

- Attend all board meetings and other committee meetings as needed
- Prepare a written report to present at board meetings
- Prepare budget projections
- Work with board leadership to keep policies and procedures up to date
- Regularly communicate with board members between meetings
- Coordinate and participate in annual strategic planning

#### Fund Raising

- Manage and implement annual fund-raising plan in coordination with the Board of Directors
- Submit grant applications and necessary, required reports
- Maintain an active and potential donor and alumni database
- Develop and implement effective communication strategy with alumni in collaboration with the Board of Directors

#### Education

- Plan and implement all aspects of education and outreach programs in collaboration with the Artistic Director. This could include masterclasses, special speakers, workshops, etc.

#### Marketing

- Manage and implement annual marketing plan
- Design and produce all publicity materials
- Seek promotional and collaborative opportunities
- Develop relationship with the local media
- Send press releases to local and state media outlets
- Design and manage social media content

#### External Relations

- Maintain a positive relationship with our key partners, such as the Indianapolis Symphony Orchestra, Butler University, etc.
- Attend area meetings and develop relationships with the local non-profit community
- Cultivate individual, corporate, foundation, and government relationships