



Position: Executive Director

Organization: The Bangor Symphony Orchestra (BSO), [founded in 1896](#), is one of the oldest continuously operating orchestras in the United States and is deeply rooted in the Bangor, Maine community. Under the leadership of Grammy Award-winning Music Director & Conductor Lucas Richman, the BSO is celebrated nationally for its commitment to new music and creative programming. Each season the BSO reaches thousands of audience members with a series of 5 classical concerts and The Nutcracker, in addition to robust educational programming including Young People's Concerts and the Bangor Symphony Youth Orchestras. Community programs, such as the Bangor Arts Exchange and Music & Wellness, work to establish meaningful off-stage connections. Each summer, the BSO performs at Kingfield POPS in the mountains of Western Maine and on the Bangor Waterfront for the 4th of July. The BSO is an engaged Group 6 Member of the League of American Orchestras, operating with a \$900,000 annual budget and a \$3 million endowment.

About Bangor: With a city population of 33,000 and regional population of 100,000, Bangor is a [thriving hub](#) for healthcare, tourism, shopping, and the arts, anchored by a historic downtown, new waterfront entertainment district, international airport, and strong school system. [Situated in the heart of Maine](#) on the Penobscot River, Bangor is less than one hour from scenic coastal communities and Acadia National Park, with ready access to hiking, skiing, paddling, and more.

Position Summary: The Executive Director serves as the chief strategic and operational leader for the BSO. Working in close collaboration with the BSO's Music Director and Board of Directors, the Executive Director will build upon and manage long-term initiatives to ensure artistic excellence and financial stability. In addition, the Executive Director will continue to expand the recognition and relevance of the BSO in the community, providing leadership and motivation to the entire organization including staff, orchestra, Board, and volunteers.

ESSENTIAL JOB FUNCTIONS

Strategy and Vision:

- Lead the development of an updated strategic plan that charts the BSO's vision, growth, and priorities in coordination with the Board of Directors.
- Set benchmarks and work with staff and board committees to monitor progress and implement changes as necessary.
- Nurture and build partnerships to achieve the BSO's objectives, to enhance the BSO's standing in the community, and to deepen impact and relevance of programs.

Artistic:

- Support the Music Director in the creation of annual artistic plans with consideration for marketing goals and budget targets; manage all contracting of guest artists and venues.
- Supervise the Personnel Manager, Librarian, and technical staff to ensure that all concert production needs are met, including for streaming and recording projects.
- Serve as liaison to the orchestra committee on policy and operations.

Fundraising:

- In coordination with the Director of Development, oversee planning and implementation of all fundraising activities including the annual fund drive, sponsorships, grant writing, special events, endowment campaigns, and planned giving.
- Be an enthusiastic and informed voice communicating support opportunities to individual donors and sponsors, and work to identify new funding sources.

Marketing and Community

- Set audience development strategy for the organization, with regular review of pricing, programming, and marketing.
- Carry out all marketing and public relations activities, including subscription campaigns, single ticket campaigns, press releases, and social media; secure media support.
- Work with marketing agency in the creation of exciting digital and print content.
- In partnership with the Manager of Community and Education Programs, ensure operational success of education and outreach programs with an eye for long-term audience development and community relevancy.

Financial:

- Manage the BSO's finances in accordance with non-profit best practices, including the creation of and adherence to an annual budget, conducting an annual audit, and timely 990 filing.
- Oversee the daily financial operations of the organization and monthly reporting in conjunction with the Treasurer, Bookkeeper and Director of Development to ensure accuracy and efficiency.

Management:

- Ensure that all personnel and office systems needed for the effective administration of the BSO are developed and maintained in an appropriate manner.
- Recruit, hire, and supervise administrative staff and manage all HR matters.
- Negotiate all contracts, leases, and agreements necessary to support the BSO's administrative operations, including with partners at the Bangor Arts Exchange.

Board of Directors:

- Be a well-informed and diplomatic participant in all Board and Committee meetings, providing the support and data necessary for effective decision-making.
- Advise the Board on best practices in the orchestral field that may improve the BSO's delivery of services to the public and its stakeholders.

EDUCATION, KNOWLEDGE, AND SKILLS

- **Education and Experience** – Bachelor’s degree required; advanced arts management education/degree preferred; minimum 5 to 10 years non-profit experience required; strong preference for experience in performing arts and knowledge of classical music; evidence of fundraising and marketing track record a plus.
- **Interpersonal Skills** – Ability to build successful working relationships with a variety of musicians, staff, board and volunteers; commitment to engaging with the practices of Diversity, Equity and Inclusion; positive, energetic personality and professionalism towards all internal and external stakeholders.
- **Office and Technology** – Experience with Microsoft Office and Google Docs, basic graphic design and video technologies, and other computer systems routinely used in a small nonprofit office environment, including donor-database software. Familiarity with website management, publishing software and social media platforms desired.

SALARY, BENEFITS, & WORKING CONDITIONS

The annual salary range for this position is \$70,000 to \$90,000 for highly qualified candidates. Health Insurance, Flexible Time-Off Policy, and employer-matched SIMPLE IRA retirement benefits are offered. Re-location costs up to \$10,000 will be reimbursed.

This is a full-time, in-person, exempt position; evening and weekend commitments are required.

Position reports to the Board of Directors and works closely with the Music Director. Direct reports include the Director of Development and the Manager of Community and Educational Programs. Contractors under supervision include Personnel Manager, Librarian, Bookkeeper.

This job description is not intended to be an all-inclusive list of the responsibilities, skills or working conditions of the position. The BSO reserves the right to modify, add or remove duties and assign others as necessary. BSO Personnel Policies and an Executive Director’s Handbook offer further detail and guidance.

APPLICATION PROCESS

Please submit a cover letter and resume to search@bangorsymphony.org with the subject line “Executive Director.” PDFs only. Applications will be accepted until the position is filled. References will be requested of finalists. Applications will be received by Manager of Education Programs Katie Hardy, and reviewed by a search committee of the Board.

Updated: May 22, 2023

The BSO provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.