

WORTHINGTON CHAMBER ORCHESTRA

ANTOINE T. CLARK - MUSIC DIRECTOR

Executive Director Job Description

Position Title: Executive Director
Reports To: Board of Trustees
Supervises: Staff

About Worthington Chamber Orchestra

Worthington Chamber Orchestra (WCO), formerly McConnell Arts Center Chamber Orchestra, was founded by Dr. Antoine T. Clark in 2013 and serves Worthington, Ohio, and neighboring communities. The 42-piece chamber orchestra annually performs three masterworks programs and education, family, and chamber concerts throughout the community. In keeping with the orchestra's mission to present the work of underrepresented artists, WCO performers include college professors and professional freelance musicians from diverse communities.

The chamber orchestra's programming focuses on masterworks (standard orchestral repertoire), new music, commissions, education and family programming, chamber music, interdisciplinary artistic collaborations, and a focus on women and BIPOC composers. The Women's Philharmonic Advocacy recently recognized WCO's commitment to programming works by women and BIPOC composers by awarding the chamber orchestra a three-year performance grant. The orchestra also receives financial support from other local and statewide arts funding agencies.

The chamber orchestra's masterworks programming features local artists and composers. These artists have included members of the Columbus Symphony Orchestra, Cleveland Orchestra, Montreal Symphony Orchestra, and Louisville Orchestra, as well as faculty from The Ohio State University, Capital University, and the University of North Carolina at Chapel Hill. WCO regularly commissions new works from nationally and locally acclaimed composers. Past composers include Dr. Matthew Saunders, Dr. Michael Torres, Jacob Reed, Christopher Weait, Dr. Tony Zilincik, Dr. Linda Kernohan, Dr. Ching-chu Hu, Dr. Mark. A. Lomax, II, Dr. Vera Stanojevic, Korine Fujiwara, and Dr. Evan Williams.

The orchestra's education and family programming provides preschool through middle school students opportunities to connect to live orchestral music in their community and the classroom curriculum. In addition, musicians of WCO lead masterclasses for Worthington students. Education and family programming includes collaborations with The Ohio State University School of Music – Opera Theatre Program (*Hansel and Gretel*), Worthington Public Libraries (*WorthingTunes*), Worthington City Schools (*Danse Macabre Young People's Concert*), and Hixon Dance (*Peter and the Wolf*).

Interdisciplinary artistic collaborations are a hallmark of WCO. The orchestra's past eleven seasons have seen collaborations with a sculptor, a poet, a dance company, and fiber artists, emphasizing the power of music to enhance storytelling in connection with all of the arts.

Through its Community Connect Series and partnership with the City of Worthington's Green Team, the chamber orchestra seeks to shed light on issues important to the Worthington community, including honoring Worthington's immigrant communities, actively fostering diversity, and supporting the city's environmental sustainability efforts.

The chamber orchestra's annual operational budget is \$160,000. The chamber orchestra has received grant funding from the Ohio Arts Council, the Columbus Foundation, the City of Worthington, the Johnstone Fund for New Music, the Women's Philharmonic Advocacy, and Lincoln Financial.

The Executive Director and chamber orchestra are supported by a part-time staff of Orchestra Manager (Librarian/Personnel Manager), Production Manager, and Marketing Manager. The WCO also contracts with a bookkeeper, a grant writer, and a program notes writer.

WCO Mission Statement

Perhaps more than ever, people yearn for unity, breaking down barriers, and celebrating common ground. Music and art provide that opportunity.

The mission of the Worthington Chamber Orchestra (WCO) is to support local artists while providing diverse and dynamic programming that entertains, inspires, and fosters music education. WCO cultivates meaningful relationships between artists and the Worthington community.

About Worthington, Ohio

Worthington is located in the center of the state at Ohio's crossroads - the intersection of U.S. State Route 23 and State Route 161 - and affords easy access to all parts of Ohio and the nation. A suburb of Columbus, Ohio's capital, Worthington, combines the attractions and amenities of a major city with the charm of small-town living.

Worthington was one of the Midwest's first planned communities, blending commerce, residential life, education, and faith. Founded in 1803, Worthington reflects its dignified New England heritage with authentic brick sidewalks leading to the central village green, where many of the City's original commercial buildings and churches still stand proudly. Today, as in ages past, people come to meet and greet on the village green and stroll the streets of downtown Worthington.

Executive Director Job Summary

The Executive Director (ED) serves as the chief administrative officer, manages the orchestra's human and financial resources, and facilitates all aspects of its operations. The ED reports to the Board of Trustees and works alongside the Artistic/Music Director to implement, lead, and achieve the WCO's mission and artistic goals.

Required Education

- A bachelor's degree from a four-year college or university is preferred, or two to three years of related professional experience or an equivalent combination of education and experience.
- Preference will be given to candidates with training and non-profit management experience in performing arts administration.

Hours and Working Conditions

- Part-time position. Typically averaging 20-30 hours a week. Flexible hours. Evenings and weekends as necessary.
- Hybrid work environment (remote and onsite).
- Weight of Workload: Fundraising 50%, Management 25%, Marketing 25%.
- Residency in Central Ohio is preferred but not required.
- Hold a valid driver's license.

Compensation and Benefits

- Salary: \$32,000.
- Association of Fundraising Professionals Membership
- WCO will encourage and support professional development through organizations such as the Greater Columbus Arts Council, Ohio Arts Council, and The Columbus Foundation.
- A laptop computer will be provided for WCO work.
- Unmatched opportunity to learn from a highly motivated and committed group of individuals. Board members have expertise in finance, communications, editing, marketing, development, education, legal services, etc.

Management and Leadership Responsibilities

- Demonstrate exemplary leadership and teamwork skills while incorporating diversity, equity and inclusion in all orchestra operations, programming, audience development, and personnel.
- Utilize goal-oriented and sound decision-making.
- Lead efficient operation of all orchestra activities with accountability and diplomacy.
- Manage time and priorities to develop and maintain collaborations and partnerships that further the orchestra's mission.
- Exhibit high motivation and self-governance.
- Demonstrate familiarity with standard operating software to perform the position's essential functions.
- Possess clear, concise, and persuasive verbal and written communication skills.
- Display an ability to motivate and build productive relationships with the Artistic/Music director, staff, musicians, board members, donors, patrons, and community stakeholders.
- Demonstrate a desire to excel in non-profit arts administration.
- Exhibit passion for advancing arts in the community.
- Serve as spokesperson for the WCO by maintaining a strong community presence.
- Recruit, supervise, and direct the work of staff, interns, and volunteers.
- Organize and lead regular staff meetings.

Board of Directors

- Establish and maintain all communication channels between the Board of Trustees, Artistic/Music Director, staff, musicians, and volunteers.
- Serve as an ex-officio member in all Board meetings, providing detailed information and support.
- Leverage Board talents and networks to advance the WCO mission.
- Participate in the nomination, orientation, development, and education of Board members.
- Collaborate with the Board to successfully execute the orchestra's strategic plan and annual review.

Business and Finance

- In consultation with the Artistic/Music Director, develop an annual operating budget and maintain fiscal responsibility and stability.
- Be responsible for accurate financial records and creating bi-monthly reports for the Board.
- Understand and comply with best accounting practices, tax filings, and audits.
- Ensure that grants are spent in accordance with grant guidelines and that all reporting requirements are met.

Development/Fundraising

- Develop relationships with donors, patrons, and prospective partners to strengthen the chamber orchestra's financial well-being and to raise financial support.
- Lead and manage fundraising, grant writing, state and local government support, and other fundraising opportunities that may arise.
- Create and implement an annual stewardship and fundraising plan.
- Supervise and maintain WCO's contacts, subscribers, contributors, and sponsors database.

Community Engagement and Education Outreach

- Develop opportunities for community outreach, sharing WCO vision, programs, and quality, and becoming the face of WCO in the community.
- Actively participate in the dialogue between arts associations, city leaders, and the media to further community collaboration.
- Partner with community organizations and businesses to strengthen relationships and promote WCO's mission.
- Expand strategic partnerships with school districts and regional organizations for education and programming.
- Oversee and evaluate education programs.

Artistic and Production Management

- Consult with the Artistic/Music Director in the selection of guest artists and programs to support the orchestra's mission.
- Attend all rehearsals, concerts, and events.
- Be available at rehearsals and organization activities to assist in stage and venue managerial duties.
- Ensure that concerts are properly staffed.
- Oversee the successful execution of all performances, including but not limited to securing venues, equipment, instruments, licenses, permits, and contracts.

Marketing

- Ensure effective communication and marketing/publicity tools: website updates, press releases, posters, flyers, newsletters, electronic and social media, letters, annual reports, and thank you notes.
- Recommend policies and procedures that will enhance the organization's mission and goals.

DEI Statement

Diversity is a core value of the Worthington Chamber Orchestra. We are passionate about building and sustaining an inclusive and equitable environment for our staff, musicians, and audiences. We believe every member of our team enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and to discover, design, and deliver solutions.

The Americans with Disabilities Act (ADA)

Worthington Chamber Orchestra is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, and in its programs and activities.

Physical Demands

The physical demands described here are representative of those that a staff member must meet to perform the essential functions of the job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- While performing the duties of this job, the employee may be regularly required to stand, sit, talk, hear, reach, stoop, kneel, and use hands to operate a computer, telephone, and keyboard.
- Specific vision abilities required by this job include close vision requirements due to computer work.
- Light to moderate lifting may be required.
- Regular, predictable attendance is required, including driving hours as work demands dictate.

Application Procedure

- Application Deadline: June 7, 2024
- Submit a letter of interest and resume by email to worthingtonchamberorchestra@gmail.com, Attention: Search Committee.
 - Applicants should address how their knowledge, skills, and abilities would allow them to meet the executive director's basic function, role, duties, and responsibilities as outlined in this job description.
 - References shall be provided upon request.
- Finalists will be notified by July 15, 2024, regarding in-person interviews scheduled at a mutually agreed-upon time.
- An offer of employment will be contingent upon a successful background check.
- Start date: September 1, 2024.