



EXECUTIVE DIRECTOR

JOB DESCRIPTION

Supervises: Orchestra Manager, Treasurer.

Ultimately responsible for ensuring the orchestra plans and achieves its short and long term mission and strategy, in partnership with the Music Director.

Reports to: TYO Board of Trustees

Key duties:

- Initiates and contributes to the strategic planning of the orchestra
- Recruits to and oversees the performance of all TYO staff, in collaboration with the Music Director
- Plans, attends and chairs all orchestra Board meetings
- Oversees the financial health of the orchestra, in close liaison with the Treasurer
- Leads on fund raising
- Ensures the orchestra is sufficiently supported by volunteers and parents, to enable concert support, marketing and fundraising
- Ensures that concerts and rehearsals are appropriately staffed
- Acts as primary advocate for internal and external relations, in collaboration with the Music Director
- Prepares and submits grant applications as required
- Assists the Music Director in the realisation of the orchestra's musical and artistic objectives
- Acts as primary link with Tiffin School
- Consults with the Music Director on issues concerning patrons, guests etc
- Attends rehearsals on a regular basis
- Resolves complaints and issues of conflict as they arise
- Ensures positive relations and communications with parents and local partners