

## Wyoming Symphony Orchestra

The [Wyoming Symphony Orchestra](#) (WSO) in Casper, Wyoming brings top-quality, live, symphonic music to Central Wyoming through six concerts per year. We treat audiences to a diverse musical experience. In addition to these concerts, we offer education and outreach through Music on the Move which reaches multiple central Wyoming communities.

We are a 501(c)(3) organization with an obligation to serve as a community cultural and educational organization. We have a dedicated and talented staff of four plus 70 local and regional musicians under the direction of our internationally known Music Director, Christopher Dragon. We are also able to bring world-renowned soloists to Casper, including recent performances with [Sandy Cameron](#), [Alexander Markov](#), and [Capathia Jenkins](#).

### Mission

The WSO's mission is to enrich the cultural lives of adults, expand the musical horizons of children and provide an outlet for the creative talents of musicians living in Wyoming and the Rocky Mountain region by performing classical and popular music to an expanding audience.

### Location

Nestled in the center of Wyoming at the foot of Casper Mountain, Casper is a beautiful small city with amazing outdoor recreation opportunities including world-class fly fishing on the North Platte River, cross-country skiing, mountain biking, and a trail system. Cultural amenities include multiple museums, music, theatre, and festivals. Casper is home to Casper College, one of the largest and most comprehensive community colleges in the region, and Banner Wyoming Medical Center, the largest hospital in Wyoming.

Within four hours, you can be in Jackson, Grand Teton National Park, Yellowstone National Park, the Black Hills of South Dakota, Rocky Mountain National Park, or downtown Denver. Learn more about Casper and the surrounding area on the [Visit Casper](#) website.

Casper also has daily flights to and from Salt Lake City and Denver.

## Background

The Wyoming Symphony Orchestra is an established, high-functioning non-profit with a knowledgeable and effective team, a dynamic Music Director, and top-quality musicians. Our well-rounded board is highly involved in the organization and dedicates expertise, energy, and enthusiasm to the work of the WSO.

The WSO enjoys a strong financial position. Our standing in the community will position our new Executive Director effectively to grow our endowment. While many arts organizations lost ground during the COVID19 pandemic, the WSO maintained funding levels. Therefore, our new Executive Director will be positioned to further build the financial standing.

## WSO Strategic Priorities

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### Increase Funding

The WSO is financially stable and successfully operates a budget with revenues, expenses and reserves. Revenue generation is a key organizational activity and depends on a dynamic and blended approach to raising funds, including selling concert tickets, hosting fundraising events, executing an annual campaign, and securing mission-aligned grants. The WSO Board, with support from the Executive Director, has a goal to build a \$1 million endowment to provide stable funding for the future.

### Increase Audience and Diversification

The staff and the board have been developing creative market approaches to expand and diversify the symphony's audience. WSO offerings of traditional classical music, popular music, and family events are helping the WSO reach a more diverse audience.

### Wyoming Symphony Orchestra Culture

The WSO continues to be a fun, inclusive, welcoming environment for patrons, staff, and musicians, playing at various community events including Casper Pride, and we look forward to adding community events in the post-pandemic time.

Under the direction of Christopher Dragon, the WSO is in a strong creative position, performing symphonic repertoire, contemporary music, and, recently, a piece commissioned by the WSO celebrating Wyoming and its legacy of Women's Suffrage.

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## Position Description

JOB TITLE: Executive Director

STATUS: Regular, Full-Time/Exempt

REPORTS TO: Chair of the Board of Directors

SUPERVISES (DIRECT): Four staff

CROSS-FUNCTIONAL ACCOUNTABILITY: Music Director and Musicians

EFFECTIVE DATE: December 21, 2022

### POSITION SUMMARY

The Executive Director of the Wyoming Symphony Orchestra (WSO) leads the WSO through fundraising, effective communication, and community engagement. In addition to the external-facing duties, the Executive Director is accountable for the financial health, long-term planning, and day-to-day operations of the WSO. The Executive Director works closely with the Board, Music Director, staff, and musicians to fulfill the WSO mission.

Due to the nature of leading an arts organization, the position includes work hours outside of “regular” business hours, including evenings and weekends. The long hours during concert and fundraising weeks are balanced by a flexible work schedule and generous paid leave.

Connecting to the Casper community is paramount.

### ESSENTIAL DUTIES

#### *Fundraising and Financial Management*

- Develop and maintain a business model that produces exceptional mission impact and sustained financial health.
- Communicate effectively with all stakeholders, including community partners, patrons, donors, volunteers, musicians, arts organizations, the public, and government agencies to achieve organizational objectives.
- Cultivate prospects and seek funding opportunities, including corporate sponsorships, concert sponsorships, individual gifts and program advertising and ensure that all contributions are acknowledged appropriately as required by law and establish and disclose donor benefits in accordance with IRS guidelines.
- Secure grant funding and ensure that grants are spent in accordance with grant guidelines and that reporting requirements are met.
- Prepare, analyze, interpret and respond to a detailed annual budget that guides the organization’s sustained financial health.
- Keep accurate books of accounts and maintain bank accounts.
- Prepare monthly financial statements for Board review and approval.

*Represent and Advocate for the WSO*

- Serve as the face of the organization to increase visibility, credibility, and market brand, and develop strategic partnerships to further community awareness and expand programs.
- Direct advocacy efforts at the local, state, and federal levels, including monitoring legislative activity and recommending appropriate action to the Board.
- In conjunction with the program manager, supervise the development and implementation of a marketing plan.
- Build positive community relationships, attend civic and cultural events, and make presentations on behalf of the WSO.

*WSO Operations and Concert Production*

- Lead the staff of the WSO, including working with the team to fulfill the WSO mission, maintaining effective staffing and organization structure, and managing performance in accordance with best practices in management and human resources.
- Negotiate contracts for guest artists within budget parameters.
- Create a rough schedule of annual concerts, fundraising events, and other activities that will promote the yearly financial success of the WSO.
- Assist the Music Director in the development and implementation of the orchestra's artistic objectives.
- Attend concerts and rehearsals and oversee staffing.

*Board of Directors*

- In collaboration with the Board and staff, develop, implement and track a strategic plan that strengthens the artistic, financial, and public relations objectives of the WSO.
- Attend Board and all committee meetings as a non-voting member; participate fully and present reports, as needed.
- Advise the Board on matters within the Executive Director's scope, including the legal responsibilities of Board members and obtaining adequate insurance to cover Board member liability.
- Work with the Board to identify and recruit qualified candidates and assist with new Board member orientation.

#### KNOWLEDGE, SKILLS, AND ABILITIES

- Exceptional leadership skills to inspire the staff, board, and musicians to fulfill the WSO mission and long-range plan
- Exceptional fundraising skills
- Exceptional skills in relationship-building and maintenance
- High-level of creativity in event planning
- High-level decision-making and problem-solving skills
- Strong record-keeping and financial skills
- Excellent written, verbal, and visual communication skills (with and without technology)
- Ability to manage multiple priorities
- Ability to measure and communicate progress
- Ability to forecast the needs of the WSO
- Ability to recognize the strengths of others and utilize their strengths to fulfill the mission
- Ability to oversee effective traditional and social media marketing campaigns
- Proficiency with basic management functions such as developing and supporting members of the team, performance evaluation, and hiring
- An ability to foster open, transparent dialogue across the organization.
- Openness to learning new skills

#### MINIMUM QUALIFICATIONS

- Proven track record of successfully executing multi-strategy fundraising campaigns
- Bachelor's degree or proven equivalent experience in leading and managing arts organizations
- Valid driver's license

#### PREFERRED QUALIFICATIONS

- Experience running an endowment or capital campaign
- Experience in nonprofit management
- Grant writing experience
- Experience managing budgets, financial statements, accounts receivable, and accounts payable
- Demonstrated effectiveness in promoting and marketing organizations and event planning

## Compensation

The annual salary for this position is \$60,000-\$65,000 depending on education and experience. Benefits and perks:

- SIMPLE IRA with 2% match after one year of employment
- Flexible work schedule with unlimited paid time off
- Professional Development through the Wyoming Community Foundation and the Wyoming Nonprofit Network

Note: The WSO is not currently able to offer health insurance for employees. There is an ongoing interest by the Board to continue to explore the viability of providing this benefit to employees in the future.

## Application Timeline and Process

### Timeline

We anticipate having a new Executive Director in place by Spring 2023. The Board is accepting applications through January 31, 2023 and will review resumes and schedule interviews on a rolling basis.

### Process

To apply, submit a **resume** with a **cover letter including a paragraph about your philosophy of nonprofit work** and a **sample of your original writing** (ideally from your past experience in nonprofit work):

Click here for the [WSO Executive Director Application](#)

In addition to the documents listed above, the survey asks for:

- Your name, address, phone number, and email
- Questions about minimum qualifications
- Names, titles, emails, and phone numbers of three references that we can contact who are not related to you and your relationship with those references.

If you have difficulties with the survey form, please contact the search committee at [wsocareers@gmail.com](mailto:wsocareers@gmail.com).