

EXECUTIVE DIRECTOR POSITION DESCRIPTION

Adelaide Youth Orchestras (AdYO) is seeking a highly motivated, dynamic and visionary Executive Director to lead the organisation, building on our success over the last 20-years. The successful applicant will have a strong record of achievement in an arts leadership role, including the ability to communicate a vision with confidence and passion to the community, members, funding bodies, donors and sponsors.

As Executive Director you will have a clear strategic vision and strong business acumen, supported by your experience in leading and managing staff, finances and operational requirements within a not-for-profit or arts organisation. This is an exciting time to be taking on the leadership of a vibrant, resourceful organisation that serves young South Australian musicians, and the community, with the highest standards of orchestral performance.

ROLE & RESPONSIBILITIES

The Executive Director provides leadership in the development and implementation of the strategic plan, through effective decision-making and allocation of resources for our five orchestras and numerous chamber ensembles. Working collaboratively with the Artistic Director and Conductors, the Executive Director facilitates the realisation of AdYO's artistic program, including concerts in city and community venues, a school's program and regional touring.

Responsible for the financial stewardship of the organisation, the Executive Director has prudent judgement in making grant applications, marshalling resources, developing personnel, delivering membership services and managing operational expenditure. The Executive Director plays a key role in ensuring good governance, maintaining key relationships, an excellence brand and effective communication on behalf of Adelaide Youth Orchestra.

ORGANISATION

Founded in 2001, the Adelaide Youth Orchestras provides around 250 young South Australian musicians with high quality orchestral music performance experiences as part of an annual program of rehearsals, tutorials, concerts, tours and skills development programs.

Under the guidance of Artistic Director Keith Crellin OAM and supported by some of South Australian's leading conductors and musicians from the Adelaide Symphony Orchestra, the Elder Conservatorium of Music and the Australian String Quartet, our orchestras and ensembles present around 20 public concerts each year.

Based at the University of Adelaide, with offices at Carclew Arts Centre, AdYO receives annual grants from the SA Government, significant funding from philanthropic foundations and sponsors, and attracts high capacity audiences and prominent media coverage.

As an incorporated association, AdYO is governed by a voluntary board with a diversity of professional experience. The Executive Director is supported by two part-time staff - an Orchestra /Concert Coordinator and Schools Program Coordinator, and around 80 volunteers. Thirty or so professional musicians provide contract services as conductors, tutors and mentors for our young musicians.

ACCOUNTABILITIES

- Provide strong, inspirational leadership to enable the organisation to achieve its artistic, business and strategic objectives
- Develop and implement Adelaide Youth Orchestras' strategic plan, ensuring the achievement of the organisation's objectives within the operating budget.
- Forward plan with agility, considering contingencies and alternatives that ensure program delivery.
- Consolidate existing relationships and broaden the profile and reach of Adelaide Youth Orchestras through excellent and innovative utilisation of multiple communication channels.
- Lead, manage and inspire employees and contractors, providing an environment that encourages and motivates all contributors.
- Manage the allocation of human, financial and physical resources to achieve the most effective and efficient implementation of the strategic plan.
- In collaboration with the Artistic Director, ensure the artistic program is financially and developmentally suitable in the context of the strategic plan.
- Advocate on issues related to youth music education and performance that impact members and constituents.

RESPONSIBILITIES

Management & Leadership

- In collaboration with the Board, formulate, implement and communicate to stakeholders the organisation's strategy and business plans.
- Lead and inspire a diverse team of employees and contractors, including management of recruitment, selection and appointment processes.
- Communicate realistic performance objectives, evaluate and give feedback to employees and contractors on a regular basis.
- Service the organisation's Board and Committees, preparing agendas, written reports and financial documentation for Board meetings, attending meetings and minute-taking.
- Consult with the Board on decisions that may impact on finances, strategic direction or the good reputation of the organisation.
- Ensure the safety and security of the organisation, employees, contractors and participants.

Artistic & Operational

- In collaboration with the Artistic Director and Conductors, oversee the development of all activities including rehearsals, concerts, community performances, schools program, intra-state and other touring
- Plan, negotiate and deliver concerts including venue bookings and other artistic activities.
- Support the orchestral and operational part-time staff in delivering best-practice community based programs, maintaining high standards of performance and engagement.
- Uphold the organisation's commitment to Australian music, overseeing the commissioning of new Australian works.

- Identify performance opportunities for the development of musicians, to generate revenue and/or increase profile.
- Develop opportunities to produce and distribute audio /visual recordings and digital media that captures AdYO's activities and performances.

Financial & Legal

- Oversee the preparation of annual operating and program budgets and cashflow, and interim forecasts, providing monthly financial reports to the board.
- Secure recurrent and project funding from government funding agencies, philanthropic trusts and foundations, and initiate and implement donor, sponsorship and fundraising strategies.
- Develop sustainable non-government dependant revenue streams, maximising levels of earned income, including membership, performance fees and box office.
- Negotiate and review contracts with venues, suppliers, partners, funders and sponsors with support from the organisation's lawyers.
- Maintain currency and report on issues and government policies related to arts funding, industrial relations, copyright and intellectual property matters.
- Ensure compliance with equity and diversity, OHW&S, industrial relations legislation, employment awards and the organisation's policies and procedures.
- Develop, incorporate and oversee implementation of risk management practices and procedures, with particular regard to working with children.

Marketing & Communications

- Develop the widest possible audience for Adelaide Youth Orchestras, championing our commitment to accessibility, diversity, inclusion and community.
- Communicate our excellence brand and devise and implement strategies to promote the organisation's concerts and activities to raise the AdYO's profile, increase audiences and improve benefits deliverable to sponsors.
- Produce high quality reports, including an annual report, to appropriately position AdYO in the public domain.
- Prepare government, philanthropic and sponsorship proposals and pursue, in collaboration with the Board, potential funding opportunities.
- Produce regular and timely communications with key stakeholders including funding proposals, alumni stories, e-news, posting to our website and social media platforms.
- Commission and manage photographic and video documentation of AdYO activities.

KEY STAKEHOLDERS

- Chair, Board & Committee: working together to ensure appropriate governance, management and long-term growth and development.
- Artistic Director: collaborating to implement artistic programs, and to set and achieve artistic objectives in the context of the strategic plan.

- **Members:** providing a supportive and participatory environment for musicians and parents that meets their needs and ambitions.
 - **Music sector:** fostering networks within schools, amongst instrumental teachers and with parents to recruit and maintain AdYO membership in all orchestras.
 - **Government funding agencies:** maintaining a presence amongst agencies to ensure ongoing funding and develop opportunities to increase and broaden support levels.
 - **Sponsors and donors:** establishing and growing current and potential business and philanthropic relationships in order to create a 'culture of support' around AdYO.
 - **Employees and contractors:** providing an inspirational environment in which to work, achieve and develop professionally whilst each meeting their individual performance objectives.
 - **Arts Industry:** promoting AdYO amongst the arts industry, particularly amongst music teachers, to keep abreast of issues that may impact AdYO's current and future operation.
 - **Performance & rehearsal venues:** maintaining relationships with a range of venue managements.
 - **Audiences:** ensuring that the needs and expectations of current audiences are met whilst developing future audiences.
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SELECTION CRITERIA

- At least five years experience in arts management.
 - High level strategic thinking and leadership skills
 - Demonstrated experience in building collaborative relationships with individuals, communities and governments
 - Ability to communicate clearly with a wide range of stakeholders
 - Strong influencing and diplomacy skills
 - Sound financial literacy
 - Relevant tertiary education qualifications.
 - Knowledge of classical music, in particular orchestral music
 - Excellent personal and professional communication skills.
 - Desirable computer skills in Microsoft Office, Teams /Zoom, Outlook, Xero, SABO, E-way.
 - Flexibility in working hours and availability on weekends and evenings as required.
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APPLICATIONS

Please submit a covering letter outlining your vision for AdYO and suitability for the role in the context of the accountabilities, responsibilities, key stakeholders and selection criteria outlined in the Position Description. Attach your Curriculum Vitae, including the names of three referees.
Indicative salary : \$80,000 pa.

Email your application to: Ms Catherine Baldwin, chair@adyo.com.au

Deadline: 31 August 2020