

Executive Director – Position Description (2015-16)

The role of the Executive Director is to:

1. Provide for the administrative functions of The Fairfield County Chorale, Inc. (the “Chorale” or “FCC”) in a manner which assures both the professional image of the group and an effective framework for rehearsals and concerts are maintained.
2. Support all FCC volunteer committees including finance, fundraising, music, tickets, program ads etc. working to ensure communications and consistency of objectives.

Because volunteer leaders and their skills change, the functions may vary in a given year between direct responsibility and interface/coordination/quality control with the individuals volunteering. The balance of responsibilities should be reviewed annually so those responsibilities are clear between parties. The job is envisioned to be 60 hours per month, with minimal summer activity limited to checking mail, messages and/or arranging for someone else to do so in order to assure responsiveness to donors and other stakeholders.

Responsibilities:

Concerts/Rehearsals

- Establish schedule of concerts and dress rehearsals as requested by music director and board with Norwalk City Hall (NCH), and First Church Congregational for holiday and weekend rehearsals.
- Arrange for required space for board meetings, receptions, committee meetings and other FCC activities.
- Interface with mayor’s office, city clerk, building management, security, and housekeeping to maintain and protect FCC’s level of privileges. Work with NCH to ensure that facilities are sufficiently functional for FCC purposes.
- Work with police and fire departments to arrange for the necessary permits or waivers for concerts.
- Coordinate concert administration including facilities, front of house, police and fire (if required), layout and clean up.
- Make soloists’ arrangements including payment data, communications, transport (local and air, rail etc) and hospitality.
- Handle Music Director requirements including last-minute requests. Handle negotiations with musicians, as well as contractors for pickup orchestras, individual instrumentalists, soloists and composers as required.
- Handle negotiations with collaborative organizations
- Work with the stage manager and the Music Director to develop stage layout and lighting, and set up and tear down (using required contractors if necessary) for concerts at NCH and at other venues.
- Arrange / operate house and stage lighting.
- Arrange for transportation and set up at locations other than NCH.

Administration

- Ensure that FCC equipment is properly maintained and, in particular, review its condition after use by other groups. If necessary supervise such use.
- Provide input to budget for office, publicity, and concert-related expenses.
- Identify and gain approval for unforeseen budget items or exposures outside of line item budget.
- Manage the office of the Chorale by promptly responding to mail, voice and email, and donation-related communications.
- Refer ticket orders which come in to the office to Ticket Committee
- Assure timely delivery of invoices to treasurer.
- Handle bulk mailing.
- Maintain all necessary licenses, including those for BMI and ASCAP.
- Oversee and maintain required insurance coverage(s) and provide coverage documentation for venues.
- Matching donation documentation.

Advertising/Marketing

Work with Marketing and Branding/Communications Committees to execute all external communications including:

- Agree and publish a joint annual plan with dates and responsibilities.
- On-going coordination of schedule and activities.
- Arrange for printing of and distribution of publicity materials.
- Maintain contact data for local newspapers and radio outlets.
- Generate and/or distribute press releases, radio spots, calendar notices, and interviews with newspapers for all chorale functions including concerts, summer sings, auditions, etc.