

**Position Opportunity**

**Executive Director  
The Santa Fe Symphony Orchestra & Chorus  
Santa Fe, New Mexico**

The Santa Fe Symphony Orchestra & Chorus invites applications and nominations for the position of Executive Director.

**The Santa Fe Symphony Orchestra & Chorus**  
<https://santafesymphony.org/>

*Organization:*

The Santa Fe Symphony and Chorus is comprised of 56 tenured professional musicians from Central and Northern New Mexico. The size of the orchestra is expanded with guest professional musicians when required by the programming. The Symphony's Chorus is a volunteer ensemble of more than 50 singers, augmented by paid professional vocalists, all of whom live in the Santa Fe area. The Board is currently comprised of 15 donor members and five musician members. The administrative staff totals six individuals.

The organization performs 11-12 subscription concerts and three free community concerts each season with an annual budget of approximately \$1.3 million. The Foundation for The Santa Fe Symphony holds assets of approximately \$2.6 million. The Symphony's Music Education Committee, established in 2002, manages outreach programs to provide classical music involvement to families and students throughout Northern New Mexico. Through small ensemble concerts in the schools and assisted living facilities, annual Symphony performances for all area fourth grade students at the historic Lensic Performing Arts Center, and a highly regarded mentoring program in the schools, the Music Education Committee has greatly increased the impact of the organization in the community.

*Mission:*

To be a year-round regional cultural resource, engaging, inspiring and enriching audiences of all ages and cultures by offering performances of the highest professional quality.

*Governance:*

Activities are divided into "artistic" and "operational" functions. Artistic functions are the domain of the musicians. Artistic functions exist within limits that may be imposed by the ability of the Board to provide necessary funding and administration. The Board is responsible for all operational functions.

Artistic functions consist of all matters relating directly to the selection of music the Orchestra performs and to the quality of its performances. The musicians collectively govern all purely artistic matters through the Musicians' Steering Committee. Twenty-five percent of Board members come from the musicians' ranks.

*Santa Fe:*

The capital city of New Mexico is one of the most vibrant, culturally rich, and diverse communities in America. Santa Fe is home to over 250 art galleries, an outstanding professional symphony orchestra, a world-class opera house, a ballet, a long-established summer chamber music festival, and numerous additional performing and visual arts organizations and activities. The high desert mountain region offers

a superb climate with outstanding skiing, hiking, biking, and other outdoor activities. One of America's great and historic destination cities, Santa Fe hosts an average of two million visitors each year.

## **The Opportunity**

After 34 years of dedicated service, The Symphony's founder and executive director is retiring. The successful executive director candidate will have the unique opportunity to build on an important musical legacy and execute a vision to broaden the audience and establish The Santa Fe Symphony and Chorus as one of the top professional orchestras in the Southwestern United States.

## **Executive Director Responsibilities**

### *Strategy, Marketing and Public Relations:*

- In collaboration with the Board, develop long- and mid-range strategic plans for Board consideration
- Formulate marketing and branding strategies
- Serve as a principal public spokesperson for The Symphony
- Develop social media strategy and other plans to raise awareness of The Symphony
- Continually improve & expand community outreach programs
- Elevate The Symphony's public image - locally and nationally
- Maintain active relationships and communications with civic leaders, governmental agencies and cultural organizations

### *Revenue and Development:*

- Take strong leadership role in fundraising and donor relationships
- Increase ticket sales, corporate sponsorships, and other revenue raising activities
- Oversee preparation and submission of grant applications

### *Administrative and Financial:*

- Serve as chief administrative officer of The Symphony
- Submit annual budget proposal for Board approval
- Participate in annual audit and ensure timely preparation of financial statements and reports
- Maintain a system of internal controls over financial reporting and assets
- Prepare and regularly update a forecast of full-year financial results
- Supervise and develop administrative staff of six
- Set performance goals for staff and evaluate staff performance

### *Board of Directors:*

- Report to President of the Board
- Collaborate with the President in preparation of Board meetings and all Board work
- Serve as ex-officio member of the Board and all Board Committees and The Symphony Foundation
- Present an oral report at all Board Meetings
- Keep Board informed of all material developments affecting The Symphony
- Assist in identification of potential new Board members

*Artistic:*

- Coordinate with Board, Musician Steering Committee, and Principal Conductor regarding artistic plans, performances, and rehearsals
- Contract with guest artists, guest conductors, and venues
- Develop strategies to attract the next generations of audiences and donors
- Support artistic excellence

**Candidate Requirements**

- Demonstrated fund raising and donor cultivation skills
- Marketing, digital, and social media acumen and experience
- Highest ethical standards - sets tone at the top
- Outstanding leadership skills
- Works collaboratively - consensus building skills
- Knowledgeable in financial management
- Experienced in contract negotiations
- Organized and responsive
- Excellent communication skills
- Successful track record in a key management role for non-profit performing arts organization
- Knowledgeable about current trends and issues concerning both orchestral music and donor development
- Support Principal Conductor and musicians in achieving artistic excellence
- Undergraduate degree required, advanced degree preferred

**Compensation**

Compensation, including benefits, is competitive and will be commensurate with qualifications and experience.

**Applications**

Henry Fogel will serve as lead consultant in partnership with the Catherine French Group.

Applicants for the position of Executive Director are asked to submit a letter that describes their specific interest in The Santa Fe Symphony and Chorus and outlines experience and qualifications for the position.

Please send with a resume, salary requirements, and contact information for at least three professional references. Electronic submissions are requested. All applications will be treated as confidential and references will not be contacted without the candidate's knowledge.

Please send materials to:

The Santa Fe Symphony Orchestra & Chorus – Executive Director  
c/o Catherine French Group  
2500 Q Street NW, Suite 623  
Washington, DC 20007  
[applications@catherinefrenchgroup.com](mailto:applications@catherinefrenchgroup.com)