Executive Director

Job Description

Overview
45th Parallel Universe is a collective of Portland-based musicians who collaborate to create new classical chamber music experiences. The collective is made up of 14 world-class musicians with a limitless passion for great music. Together, these 14 musicians compose the 45th Parallel Orchestra as well as several distinct ensembles that enable them to pursue shared passions in smaller formats. These include Pyxis Quartet and mousai REMIX (string quartet), Arcturus Quintet (woodwinds), the Gemini Project (percussion), and F.O.G. (experimental musical laboratory). Together, the 45th Parallel Orchestra and the five constituent ensembles form 45th Parallel Universe. For over a decade, the collective has served as a creative outlet for the city’s finest musicians seeking to explore innovative musical formats, artistic partnerships, and unconventional performance venues. Composed exclusively of Oregon Symphony Orchestra musicians, 45th Parallel Universe has happily demolished distinctions between old and new chamber music, bluegrass and jazz, fiddle and folk since 2009.
What are we looking for in an Executive Director?

45th Parallel is seeking a charismatic individual with a strong passion for classical music and a solid arts administration background to serve as its first full-time Executive Director. The ideal candidate has expertise in budgeting, fundraising, grant writing, marketing and audience development. They must have a minimum of 3 years of experience working in a nonprofit setting. This individual will be a professional leader with a cooperative spirit who can collaborate with a variety of constituents including the Board of Directors and the co-op of musicians.

Must haves:

- Passionate about the art form
- Passion for the value that arts groups add to the community
- Passion for being part of a creative enterprise
- Audience building experience
  - Growing memberships and subscriptions
- Brand development experience
  - Enhancing our niche in cultural community of PDX
- Fundraising experience
  - Grow donor base, philanthropic and corporate funding

Job Responsibilities

The Executive Director works closely with the Ensemble and Board to deliver unparalleled chamber music concerts and outreach to our community. Key responsibilities include:

**Strategic Planning**

Works with the Ensemble and the Board to develop and implement the strategic plan to ensure 45th Parallel Universe’s long-term growth.

**Operations**

The Executive Director is responsible for several aspects of day-to-day operations, including:

- Managing the ticketing digital platform
- Managing the box office
- Managing member services
- Executing and tracking all contracts for performers and guest artists
- Managing all IP aspects of 45th Parallel Universe, including any copyrights
- Maintaining all physical and digital archives including Soundcloud and YouTube archives
- Working in conjunction with the Ensemble and Concert Production Coordinator to insure the season programming plan is executed.
Fundraising
The Executive Director is responsible for all fundraising including the solicitation and cultivation of the following:

- Individual donations
- Corporate donations
- Sponsorships and in-kind support
- Direct-mail fundraising
- Digital platforms fundraising
- Grant research and writing

Financial & Organizational Management
The executive director is responsible for all operational aspects of 45th Parallel Universe’s finances:

- Works in conjunction with the Ensemble and Board to develop the annual budget
- Manages the finances of 45th Parallel Universe to adhere to the approved budget
- Provides timely and accurate financial reports
- Ensures that all tax filings and payments are executed in a timely manner
- Manages, with third party advisors, any investments 45th Parallel Universe holds.
- Insures that financial and technology systems, including website and box office, are secure and support the growth trajectory of the organization

Marketing and Outreach
The Executive Director will be responsible for hiring a Marketing Director and working closely with them to execute the annual marketing plan and meet revenue goals.

A key aspect of the Executive Director’s duties is to grow the group’s audience base. Activities might include entering into promotional partnerships with highly visible external organizations including other organizations, local and national media and participation in events which promote the group to the broader community. As part of marketing and outreach, the ED may design and administer:

Special Projects
The Executive Director works with the Ensemble and external parties to develop innovative artistic projects (1-2 per season). Examples are multimedia productions and dance or choral productions.

Education Programs
Administers the schools outreach program in conjunction with the Ensemble

Board Management
The Executive Director is an ex-officio member of the board of directors and proactively manages board relations. The board traditionally meets 6 times per year; the Executive Director
is responsible for working with the Board Chair to set meeting agendas and to report organizational updates, including:

- review of current financial reports and budget
- progress on grant development efforts and any awards due or pending
- timely opportunities or challenges facing the organization

**Required Experience**

- 3-5 years of experience managing a festival or comparable arts organization
- Excellent digital, written and oral communication skills
- The ability to make personal connections and be a presence for the Collective within the community
- Excellent manager with strong diplomatic skills
- Ability to work under pressure
- Proficiency in Quickbooks, Google Apps and Microsoft Office. Experience using a CRM preferred
- Classical music training and performing experience is a plus

**Education**

Bachelor’s degree required; Master’s degree preferred

**Salary**

Salary: $70,000-85,000. Salary and benefits are negotiable.

How to apply:

Persons interested in this position must submit a letter of interest and resume to: careers@45thparallelpdx.org. No direct inquiries, please.

Position open until filled.