

## Personnel Requisition Details

Job Type Description:	Executive Director
Position Type:	Administrative Staff Position
Division:	Bay Youth Orchestras of Virginia (BYOV)
Location of Position:	Norfolk, VA
Job Status:	Part Time
Salary	\$20,000-25,000
Length of Appointment:	Annual Contract
Work Schedule:	Includes some evenings and weekends, including regular meetings of the Board of Directors (monthly, in season, Sunday nights), rehearsals (weekly, in season, Monday nights), concert performances and special events.
Number of Positions Supervised:	8, plus volunteers
Position Summary:	<p>The Executive Director:</p> <ul style="list-style-type: none"><li>- Manages the day-to-day administration, budgeting and payroll activities.</li><li>- Coordinates with artistic staff, Orchestra Manager, Board of Directors.</li><li>- Understands requirements for maintaining 501C(3) not-for-profit status.</li><li>- Demonstrates knowledge of and experience in implementing and negotiating contracts, defending grants, events planning, maintaining payroll and supervising procurement and projects</li><li>- Has musical experience as a student, teacher, or performer.</li></ul>
Skills and Abilities:	Must be highly skilled with personal computers and possess a strong working knowledge of Google Drive/Google Docs, Constant Contact and other applications for word processing, spreadsheets, email marketing, etc.; and a working knowledge of Quickbooks. Experience with graphics software and web design is desirable.
Education:	Bachelor's Degree or equivalent work experience

Experience:	Managerial level budget/financial experience in a professional environment. Not-for-profit experience preferred.
Additional information:	Applicant must successfully pass background check. Mentoring available
Work Environment:	Generally works in a home office environment; however, due to the general nature and locations of rehearsals, performances, development opportunities, et al., some travel is required. Reliable transportation is required.
Applications accepted:	Now through September 15
Special Instructions to Applicants:	Applications may be submitted by the following methods:  e-mail: Ford.byov@gmail.com  post: Bay Youth Orchestras of Virginia ATTN: Executive Director Candidate Search P.O. Box 10897 Norfolk, VA 23513
Required Applicant Documents:	Resume/ Curriculum Vitae Cover Letter
Additional Applicant Documents:	List name/contact information for three references, including personal and professional.