



POSITION: Executive Director

TERMS OF EMPLOYMENT: Full-time, Exempt

VISION, VALUES & MISSION: The Lexington Philharmonic believes in the transformative power of live orchestral music. Through its core values of artistic vibrancy, innovation, collaboration, and accessibility, LexPhil fosters excellence and innovation in the performance and presentation of great music; enriches the lives of our diverse citizenry; educates current and future audiences and brings distinction to our community through the orchestra's work.

OVERVIEW: The Lexington Philharmonic (LexPhil), founded in 1961, has been a cultural leader for over six decades and continues to push boundaries and bring the best of orchestral performance and education to Lexington and the surrounding region. It values individual and group excellence, creativity, and inclusion and is committed to re-imagining the role of an orchestra in the 21st century and to serving a broader audience. LexPhil is supported in part by the LexPhil Foundation (Foundation), a separate 501(c)(3) entity classified as a Supporting Organization under IRS regulations. LexPhil recently engaged Mélisse Brunet as its Music Director (MD) who brings excitement and artistry to the role of MD in pursuit of new performance and educational experiences and expanding musical horizons. LexPhil seeks an Executive Director who can work mutually with the Music Director, the Board, the Staff, the Foundation, and the community to realize the vision and goals of the organization.

THE ROLE: Working directly with the MD (the ED's peer in the organization) and the Board of Directors, the ED is responsible for:

- Providing strategic leadership, fiscal, and cultural direction for LexPhil with the Board and Music Director.
- Managing the human and financial resources of LexPhil.
- Representing LexPhil to the community and constituents.
- Supporting and promoting a positive work environment focused on inclusion, transparent communication, diversity, and respect in the workplace, the Boardroom, and extending to interactions with LexPhil partners, collaborators, audiences, donors, musicians, and the community it serves.
- Engaging with the MD to bring dynamic programming to central Kentucky while being mindful of fiscal realities and limitations.
- Engaging with patrons of the arts, local and national businesses and agencies to secure growth in financial support to ensure the longevity of LexPhil.
- Supervising and inspiring the Staff and volunteers, creating an atmosphere of collegiality, fairness, and dedication to the work of LexPhil.
- Advancing the principles of inclusion, diversity, equity, and accessibility.
- Coordinating activities with, and providing limited administrative support to, the Foundation.

The Executive Director (ED) will report directly to the Board through the President of the Board.

KEY RESPONSIBILITIES:

Leadership and Strategic Vision

- Facilitate and work to build consensus across all LexPhil stakeholders in determining the organization's strategic vision and priorities, both long and short-term.
- Identify ways to build mutually beneficial partnerships with arts and non-arts organizations across the community.
- Develop collaborative relationships across all internal departments and committees to further LexPhil goals.
- Be active in the community and supportive of other music and arts organizations.

Operational and Administrative Management

- Manage a small team-based staff in an effective, fair, collaborative, and compassionate manner.
- Ensure that LexPhil is effectively structured and staffed with competent, diverse, and ethical employees.
- Hire, assign work, supervise, counsel, and evaluate Staff duties and job performance on a regular basis.
- Follow and implement industry best practices for human resource management.
- Train and mentor Staff as leaders of their respective Board committees.
- Discipline and terminate personnel when required/indicated.
- Recognize the need for work/life balance for self and Staff.

Board and Governance Participation

- Act as *ex-officio* member of Board Committees.
- Encourage active Board participation in the life of LexPhil and build productive relationships with Board members.
- Prepare all documents required for Board meetings, new Board member orientation, etc.
- Be a positive conduit between the Board, Staff, and Musicians.
- Identify and cultivate potential new and existing Board members in collaboration with the Board Governance/Nominating Committee.
- Attend Foundation Board meetings when possible.

Fiscal Responsibilities

- Demonstrate fiscal and business acumen and the highest levels of financial accountability and ethics in overseeing the day-to-day and long term financial stability of LexPhil.
- Work in collaboration with MD and Staff to develop and achieve annual operating budgets that practice fiscal responsibility while achieving performance goals and protecting the mission, artistic quality, and reputation of LexPhil.
- Develop and manage strong internal controls to ensure operational and fiscal integrity.
- Work with the Treasurer and Finance Committee to engage and oversee outside CPA firms to fulfill regular accounting, bookkeeping, tax, and payroll functions.
- Serve as primary conduit with outside Audit and tax firms for annual audit and 990 filing on behalf of LexPhil and the Foundation.
- Ensure that regular reports are filed with all necessary governmental and grant agencies.

Revenue Enhancement

- Oversee planning and strategies to ensure successful ticket sales and Annual Fund campaigns in collaboration with appropriate Board committees and Staff departments.
- Cultivate support from local and corporate businesses and patrons to ensure the financial future of LexPhil.
- Work with the Development and Marketing Director and other Staff members to identify and apply for support from all potential grant sources.

- Work with the MD, Board Development Committee, Board leadership and Staff to build relationships, cultivate new and existing donors; including planned and major gifts.

Relationship Management and Public Engagement

- Serve as LexPhil Ambassador to all.
- Develop partnerships and maintain strong relationships throughout the multicultural LexPhil community.
- Be an active advocate with local, state, and national elected officials, public agencies, funders, partners, and supporters to advance issues important to LexPhil and the arts.
- Develop a collaborative and respectful relationship with the American Federation of Musicians and the Local chapter and engage in Collective Bargaining Agreement (CBA) negotiations as required by the Board.

Experience and Preferred Qualifications

- An arts professional of the highest ethics with a proven track record of executive leadership and management experience in a performing arts organization; dedication to inclusion, diversity, equity, and accessibility at all levels; passion for artistic vibrancy; knowledge of current trends and developments in the performing arts.
- Proven track record in successful fundraising.
- Knowledge of the current orchestral industry.
- Knowledge and appreciation of symphonic & chamber repertoire, as well as other music genres beyond classical.
- Experience with Collective Bargaining Agreement (CBA) negotiations is a plus.

This job scope is not intended to imply that these are the only duties to be performed by the individual in this position. Other job-related duties and responsibilities may be assigned.

The Lexington Philharmonic is proud to be an Equal Opportunity Employer and prohibits discrimination and harassment of any kind. All employment decisions are based on organizational need, merit, and individual qualifications, without regard to race, religion, national or ethnic origin, gender, gender identity, sexual orientation or expression, age or disability. We celebrate diversity and are committed to creating an inclusive environment of mutual respect for employees and participants.

SALARY RANGE: \$70,000 - \$90,000

Benefits include health, dental, and vision care plans, paid vacation, holidays, and sick leave.

TO APPLY:

Please provide the following information -

- A letter of application that describes your qualifications and interest in this position.
- A résumé.
- References will be required for those who advance in the search.

Applications will be accepted on a rolling basis until the position is filled.

Please email all requested materials as a combined PDF with “Executive Director Search” in the subject line to EDSearch@lexphil.org.

All applications will be kept confidential.