



Benjamin G. Del Vecchio, Music Director and Conductor

8103 East U.S. Highway 36, #104
Avon, Indiana 46123

JOB TITLE: Business Manager **DATE:** September 2019

REPORTS TO: Board of Directors

The Business Manager is accountable for the day-to-day management of the human and financial resources, activities, and operations of the Hendricks Symphonic Society in order to achieve the Society's mission, excepting only those artistic matters reserved for the Music Director.

JOB DUTIES AND RESPONSIBILITIES:

Planning

Assist and participate in the development and implementation of a master plan for the Society that supports the artistic, financial and public relations objectives of the organization.

Board of Directors

Advise the Board on matters within the Business Manager's scope of responsibilities to promote the efficient operation of the Society and the delivery of services to the public.

Attend all meetings of the Board and Executive Board and prepare and present reports for each Board and Executive Board meeting and for other committee meetings as required.

Serve ex-officio on all committees.

Volunteers

Assist Volunteer Coordinator in using volunteer resources effectively to assist the Society in meeting its goals and to make the experience meaningful for its volunteers.

Fund Raising and Development/External Relations

Ensure effective communication with other community groups and arts organizations, public agencies, government agencies, and the general public to achieve the public service objectives of the Society.

Assist Board in fund-raising activities, including special events and identification and cultivation of donors.

Consult with the Finance Committee to ensure that all contributions and other support are acknowledged as may be required by law and as is otherwise appropriate: ensure that accurate and complete records of financial contributions and other support are being maintained.

Artistic Administration

Work with Music Director to negotiate contracts for all guest artists within budget parameters set by the Board and arrange for their appearance.

Concert Production

In consultation with the Board and the Music Director, develop an annual master plan for Society operations.

Seek and obtain new opportunities for performances by the orchestra and choir and its ensembles.

In cooperation with the Equipment Manager, plan and administer all concert production activities, including facility and equipment rental, staging requirements and other logistical arrangements.

Ensure that non-musical requirements of rehearsals and concerts are fulfilled.

Attend concerts, arriving backstage early to check all preparations.

Marketing and Promotion

Assist Publicity Committee in implementing a marketing plan for season ticket campaigns and for individual performances, using appropriate advertising and publicity to achieve maximum season and single ticket sales: oversee ticket sales operations.

Assist Publicity Committee with media contacts; generate feature stories in print and broadcast media about the Society, its ensembles, performances, events, and individual members.

Finance

Assist the Finance Committee in monitoring expenditures in accordance with approved budget.

Administrative

Purchase, rent and borrow equipment, supplies, etc. according to budget and approved procedures.

Handle business correspondence and phone calls.

Maintain documents according to legal requirements and Board policies.

Maintain adequate insurance to protect the Society's assets/property.

General

Keep abreast of activities and developments in the orchestra, choral and performing arts fields and advise the Board on matters that may be helpful to promote the Society's objectives.