



**Position: Associate Executive Director
Effective July 1, 2023**

About the Western Connecticut Youth Orchestra (WCYO)

Founded in 2002, and based in Ridgefield, CT, the WCYO provides talented young musicians in the surrounding Connecticut and New York areas with exceptional learning and performance opportunities, while fostering an awareness and appreciation of the enjoyment and power of music. The WCYO features three professionally-led ensembles: Wind Ensemble, String Orchestra, and Symphony Orchestra. Students perform in public concerts throughout the school year, and also participate in outreach programs and chamber music opportunities.

The WCYO is also home to the Charles Ives Music Festival (CIMF), which honors the legacy of one of America's most important composers by bringing American music to the region. CIMF concerts regularly feature dynamic and unique professional artists performing the works of Charles Ives, the music of 20th and 21st-century American composers, and music that transcends the traditional boundaries of classical music to incorporate other styles of music. Concurrent with CIMF concerts is a two-week educational program for youth musicians centered around the exploration of chamber music, held in the first two weeks of August, and a 12-week chamber music intensive program, held weekly in the winter and spring.

About the Position

The Associate Executive Director will work with the Executive Director and the artistic staff to manage the operation of the WCYO, from auditions to rehearsals to concerts, including communication with students and parents, supervision of rehearsals and concerts, logistics, and financial management.

The ideal candidate will be someone with the leadership skills and experience to take over the Executive Director position within one to two years. The Executive Director works closely with artistic staff and the President of the Board of Directors and attends meetings to report to the full Board of Directors approximately every six weeks.

Job Responsibilities

- Initially assist the executive director, and eventually assume full responsibility for:

- Communicating with students, parents, and artistic staff
- Providing supervision at all rehearsals (Thursday evenings during school year), concerts (generally three Sundays per year), CIMF (first two weeks in August)
- Recruiting for WCYO ensembles and CIMF summer program
- Fundraising planning and event execution

- Budgeting and maintaining financial accounting using QuickBooks
- Processing applications, supervising auditions, on-boarding accepted students, and collecting tuition
- Securing venues, and handling logistics, for rehearsals, concerts, retreats, the CIMF program
- Obtaining and distributing sheet music
- Obtaining concert specific guest musicians, sectional coaches, concerto competition judges, and rental instruments
- Creating concert programs and other promotional material
- Arranging for audio and/or video recording at concerts
- Maintaining WCYO and CIMF web pages and web-based services for payments and ticketing

Minimum Qualifications

- Bachelor's degree
- Strong leadership and interpersonal skills
- Self-sufficient, self-directed and a problem solver
- Excellent written and verbal communication skills
- Basic understanding of budgeting and bookkeeping
- Facility in using computer and web-based tools
- Facility in social media
- Ability to work in a small, collaborative team in a fast-paced environment
- Available to be on-site at WCYO rehearsals on Thursday evenings September through early June
- Available to be on-site at the CIMF summer program the first two weeks of August
- Within local driving distance of Ridgefield, CT
- Ability to pass a criminal background check

Preferred Qualifications

- Prior experience working in the performing arts and nonprofit world
- Prior experience in fundraising and grant-writing
- Prior experience in public relations/marketing

Compensation and Time Commitment

This is a half-time position. Work hours are generally flexible, except for the requirement to be on-site for rehearsals, concerts, and the CIMF summer program. Salary is \$25,000, or commensurate with experience, with the potential to increase to \$40,000 in the short-term in conjunction with an increase in responsibility.

Applications

Please submit your cover letter, resume, and contact information for three professional references electronically to cimf@wctyo.org.