

# Youth Music Monterey County Executive Director Search

Annual Salary up to \$80,000 commensurate with experience

## INTRODUCTION

Youth Music Monterey County seeks an Executive Director who will devote their full time and best efforts to the business and mission of YMMC, performing executive, administrative and supervisory duties as defined in the Executive Director Job Description, and exercise such powers as specified by the Board. Candidates must possess strong communication skills, are well-organized, enjoy working with youth and families, and feel passionately about the importance of music education.

The Executive Director reports to the Board of Directors and works closely with key staff. The Executive Director, in conjunction with the Music Director and staff, serves as an artistic liaison to the community: with parents, students, donors, and funders, as well as music professionals, school educators, local and state government, and traditional and new media.

## ORGANIZATIONAL HISTORY

Founded by Ruth Phillips Fenton, Youth Music Monterey County was established as a 501(c)(3) organization in 1988 with the merger of two programs: the Youth Orchestra of Monterey County (est. 1981) and Summer Music Monterey (est. 1965). For over 50 years, YMMC has provided high-caliber music education and ensemble-playing opportunities for young people throughout Monterey County. Youth Music Monterey's mission is *to inspire excellence in individual students and enrich our community by providing young people with opportunities to participate in, and gain greater understanding of, music and its performance.*

In the North County/Peninsula/Salinas area, our **Junior Youth and Honors Orchestra programs** provide two levels of orchestra experience, intermediate (Junior Youth), and advanced (Honors), allowing students the opportunity to ultimately study and play standard symphonic repertoire. These audition-based orchestras include approximately 90 students ages 8-20 from over 30 schools throughout Monterey County. The orchestras perform three concerts at Carmel's Sunset Center to much acclaim each season. The orchestras program has allowed our young students to study with distinguished conductors, including Stewart Robertson, Vincent Gomez, John Larry Granger, Farkhad Khudiyev, and Danko Drusko.

Over the years, YMMC has benefited through affiliations and collaborations with the Eastman School of Music, Monterey Jazz Festival, Carmel Bach Festival, Carmel Music Society, Monterey County Symphony, Chamber Music Monterey Bay, and Monterey County Pops Orchestra. YMMC strives to help support a means by which a student can progress from beginner to collegiate and conservatory level playing. YMMC offers introductory music programs, designed to be a student's first musical experience. **Orchestra in the Schools** provides over 90 students in grades 3-8 in Monterey County, an opportunity to learn an instrument, be part of an orchestra and perform with students from other schools. YMMC's **South County Strings** program offers free music instruction to approximately 150 students in South Monterey County, bringing instruments and music instruction to areas where the opportunity would not otherwise exist. Combined, the 325+ students of YMMC programs present over 30 performances each season to an audience of over 7000 community members.

## EXECUTIVE DIRECTOR JOB DESCRIPTION AND EXPECTATIONS

**Administration:** The Executive Director is responsible for all day-to-day operations of the Orchestras, Chamber, South County Strings and Orchestra in the Schools programs. Supports the artistic staff and supervises administrative staff, and reports directly to the President of the Board of Directors. Prepares yearly and projected budgets and monthly financial statements in conjunction with the bookkeeper and treasurer. Monitors budget throughout the year. The Executive Director is responsible for the timely and professional completion of the duties detailed here, as well as others that may be added from time to time.

**Production:** The Executive Director works cooperatively with the Program Directors to see that auditions, rehearsals, and concert production are accomplished. Cooperates with the Board, Program Directors and Conductor to recruit new musicians. Oversees parent/student communications, creates season calendar with respect to community, venue, school events.

**Fundraising:** The Executive Director oversees and monitors existing grants on an ongoing basis, meeting all grant deadlines, and filing required updates in a timely manner. Researches and identifies new grant possibilities. Coordinates individual donor and endowment campaign. Tracks donations, maintains and expands donor database. Promotes and supports fundraising events. Suggests and helps coordinate fundraising ideas.

**Relationships:** The Executive Director is the primary interface between the staff and board. Implements the policies of the board of directors, performs all functions subject to Board approval, and keeps the Board informed at all times. Coordinates volunteer activities. Works cooperatively with and is supportive of the artistic staff. Serves as liaison with schools, service clubs, and other community groups.

**Development and Marketing:** The Executive Director works with artistic staff, board, and others to establish realistic short-term and long-range goals for the student programs. Produces and distributes public service announcements, calendar listings, flyers and press releases. Oversees timely and accurate web site and social media updates. Provides administrative and research support and helps to coordinate development activities. Develops new promotional tools as needed.

## POSITION REQUIREMENTS

- Bachelor's, advanced degree or commensurate experience
- Musical background, experience in Arts Administration are a plus
- Bilingual in English and Spanish is a plus
- Successfully pass a background check.
- Vehicle and proof of insurance necessary

**To apply, please submit via the following email or address:**

- 1) Resume
- 2) Three references
- 3) Letter describing your personal interest in music education

**Send to:**

Youth Music Monterey County  
Attn: Music Director Search Committee  
546B Hartnell Street  
Monterey, CA 93940

**or by email to:** [office@youthmusicmonterey.org](mailto:office@youthmusicmonterey.org)

For more information on YMMC, visit our website at: [www.youthmusicmonterey.org](http://www.youthmusicmonterey.org)