



# EUGENE SYMPHONY

The Eugene Symphony invites nominations and applications for the position of Finance & Administrative Director, available July 2018.

## **The Organization**

Now in its 52<sup>nd</sup> season, the Eugene Symphony is widely recognized as a cornerstone of the performing arts in Oregon's southern Willamette Valley. Under the leadership of Music Director & Conductor Francesco Lecce-Chong and Executive Director Scott Freck, the Eugene Symphony pursues its mission to "enrich lives through the power of music" by presenting annual classical, summer, and community engagement performances, commissioning and premiering new American works, and disseminating its performances via radio broadcasts.

Guided by its Long Range Plan, first established in 2007 and updated regularly, the Eugene Symphony serves, educates, and develops the widest possible regional audience through its programs. Approximately 25,000 community members attend the Eugene Symphony's classical, family, and special performances each year. Up to an additional 26,000 children, adults, and seniors take part in annual education and community engagement initiatives, including family and youth concerts, in-school ensemble performances, subsidized concert tickets, artist residencies, and pre-concert lectures for adults. Through its annual broadcast series on classical radio KWAX, the Eugene Symphony brings its full season of classical concerts to 45,000 local and worldwide listeners monthly.

Following an international search that considered more than 250 candidates from over 40 countries, Francesco Lecce-Chong was named the Symphony's eighth Music Director in April 2017. He succeeds such illustrious predecessors as Marin Alsop, Miguel Harth-Bedoya, and Giancarlo Guerrero, and has a strong passion for audience engagement and equity of access to the Symphony's programs. He has also chosen to make his home in Eugene, further connecting him to the wider community.

The Eugene Symphony is a professional orchestra operating under a collective bargaining agreement, recently renewed through the 2017/18 season, and also supports the Eugene Symphony Chorus. The Eugene Symphony Association is governed by a 33-member Board of Directors and receives support from the volunteer members of the Eugene Symphony Guild; there is an administrative staff of 11 including full-time and part-time employees. A separate group of Trustees oversees an Endowment currently valued at \$5.4 million in assets. The Eugene Symphony has an operating budget of \$2.6 million for 2017/18 and has a history of financial stability with a trend toward growth.

## **The City**

Described on its official website as "A Great City for the Arts and Outdoors," Eugene is known for its unique, exciting mix of arts, culture, education, scenic beauty, and passion for recreation. With a population of about 160,000, Eugene is Oregon's second largest city and home to the University of Oregon, where the School of Music and Dance is the most respected in the Pacific Northwest. The Willamette and McKenzie rivers are magnets for water sports and recreation, and more than 100 parks and 2,600 acres of open space offer the perfect settings for outdoor activity of all kinds. As an arts and culture destination, Eugene is home to the Eugene Symphony, the world-renowned Oregon Bach Festival, the Eugene Opera, the Eugene Ballet, the Eugene Concert Choir, the Hult Center for the Performing Arts, the Jordan Schnitzer Museum of Art, the Shedd Institute, and several theatre companies. Downtown Eugene is a vibrant urban environment with blocks of art galleries, restaurants, and boutique shops.

### **The Position**

As a senior member of the Symphony's management team, the Finance & Administrative Director is responsible for all financial and administrative operations for the Eugene Symphony Association and its related Endowment Fund. The Finance & Administrative Director works in close collaboration with other senior members of the administrative team, the Treasurer, and the Board of Directors to determine, implement, and monitor revenue and expense budgets which enable the Association to maximize its capacity and effectiveness. The Finance & Administrative Director oversees multiple areas, including payroll and payables, human resources, information technology systems, administrative functions, and an annual audit.

### **Candidate Profile**

The ideal candidate will bring experience working in a professional business environment (whether for- or non-profit) and have leadership abilities, excellent management skills, and a record of success in facilitating organizational achievement. S/he will have a strong background in accounting practices, budgeting, payroll systems, human resources management, and information technology. Thorough knowledge and facility with QuickBooks and Microsoft Excel are a must.

The successful candidate will have superb interpersonal and communication skills and is equally comfortable dealing with vendors, donors, volunteer leaders including Board members and Endowment Trustees, and orchestra musicians.

The successful candidate will be a person of integrity with a reputation for fairness, honesty, and the highest ethical standards. S/he will work well under pressure and will be able to manage competing priorities and deadlines effectively. S/he will be a self-starter with high energy, maturity, and self-confidence. The successful candidate will welcome the opportunity to be an active participant in the life of Eugene and the Willamette Valley community.

The successful candidate will have a minimum of four years of relevant work experience and a bachelor's degree, with accounting or advanced degree(s) a plus. Additionally, non-profit work experience is also a significant plus.

### **Compensation and Benefits**

Compensation is competitive and commensurate with experience and qualifications. Benefits offered include health, dental, and vision care plans, vacation and sick leave, and paid parking.

### **Applications**

Please send a letter of application that describes both interest in the Eugene Symphony and qualifications for the position. Include a résumé, contact information for at least three references, and salary history or requirements. All applications will be confidential and references will not be contacted without the candidate's consent. Please send materials **by Friday, June 22, 2018** to:

Eugene Symphony Human Resources  
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Eugene, Oregon 97405  
hr@eugenesymphony.org  
*(MS Word or Adobe attachments only, please.)*