



Job Announcement: Executive Director / Golden State Youth Orchestra

Overview

Golden State Youth Orchestra Association (GSYO) seeks an experienced, enthusiastic, and collaborative Executive Director to lead the Bay Area's premier youth orchestra training organization located in Palo Alto, CA.

GSYO's next Executive Director will be a proven leader of youth education programs and passionate about music education. Reporting to the Board of Directors, the Executive Director will partner with our esteemed Music Director, Dr Yun Song Tay. Primary responsibilities include financial administration, parent, student, and community engagement, support of fundraising efforts, management of administrative and operations staff, and concert and event planning.

The Executive Director manages an experienced team of staff and faculty to lead and further develop the organization and its mission. Together, they lead all facets of the program, ensure smooth operations, and advocate for our talented young musicians.

This is a full-time, exempt position.

About GSYO

Golden State Youth Orchestra Association is a 501(c)(3) nonprofit organization founded in 1963 by William Galbraith, a young maestro who envisioned an orchestra that would give youth musicians the opportunity to perform challenging standard professional repertoire. GSYO has 450 students who are divided into six orchestras. Our ensembles rehearse weekly, and each performs 3-5 concerts over the course of a season.

GSYO offers young students numerous opportunities to grow as young musicians, including an annual concerto competition, master classes, sectionals, and special performances.

Position Description

Leadership and Management

- Manage an administrative/operations staff of six professionals: Music Director, Director of Membership, Operations Manager, Operations Assistant, Development Manager, and Office Manager.

- Oversee a faculty of four conductors and a broad network of coaches and instructors in partnership with the Music Director.
- Oversee operations staff managing all aspects of operations, including auditions, rehearsals, and concerts, and providing backup support when required.
- Manage all aspects of Human Resources and compliance, including hiring, and staff performance and development.
- Oversee all enrollment, publicity, and online marketing activities.
- Guide and grow GSYO's diversity, equity, and inclusion planning and community outreach programs.
- Attend conferences and seminars to stay current on issues, best practices, and trends impacting youth music education.

Financial Management

- Responsible for all financial management for the organization.
- Work with Finance team to ensure accurate and detailed accounting and reporting.
- Lead monthly finance review with the Board Finance Committee. Collaborate with the Finance Committee on long-term financial planning and strategy.
- Represent the organization's financial interests with transparency and to the highest standard.

Artistic Planning and Programming Support

- Partner with the Music Director on season planning and artistic initiatives.
- Work with the operations team to ensure the professional planning and execution of GSYO concerts and events.
- Develop new initiatives in collaboration with the Music Director and Board of Directors.
- Contract guest conductors, soloists, and masterclass teachers.
- Plan and lead Symphony international tour every two years and CKO domestic tour on alternate years.
- Plan and participate in enrichment programs, including season camps and retreats, masterclasses, and other events that benefit students and broaden outreach.

Board Engagement

- Work collaboratively with the GSYO Board of Directors to foster productive and constructive interactions. This includes attendance at all Board meetings as a non-voting participant.
- Provide Board with updates on organizational performance, challenges, and opportunities.
- Collaborate with the Board on the achievement of strategic goals. This requires presenting clear recommendations and working together to set and achieve shared objectives.
- Support Board in recruitment and onboarding of new qualified Board members.
- In partnership with the Board, develop long-term strategic plans for the future of GSYO.

Internal and External Community Engagement

- Represent GSYO and its interests in the local community, as well as with our parent and student communities, including attendance and involvement at concerts and events.
- The Executive Director is expected to engage with the parent community. This requires being present, approachable, honest, and reliable, and demonstrating a commitment to the well-being and success of both students and the GSYO community.
- In the event there are policy decisions regarding enrollment, participation, student behavior, or similar, serve as the main point of contact for our parent/student community to address issues constructively, seeking fair resolutions and fostering a positive, solution-oriented environment.

Development

- Partner with the Development Manager on fundraising strategies, including work with foundations, corporate sponsorship, and internal and external community giving.
- Knowledge of foundation and corporate funding and current trends.

Qualifications

- Proven collaboration and teamwork skills with the ability to effectively work across Board, faculty, staff, and parent communities.
- Demonstrated ability and experience working with music students and their families.
- A calm, direct communicator who listens and leads with empathy and has a warm and engaging communication style and strong interpersonal skills.
- Proven managerial, problem-solving, and strategic planning capabilities.
- Strong financial management knowledge and skills. Ability to both understand and communicate financial information in a way that supports the artistic and educational goals of the organization.
- Ability to enforce GSYO policies as needed.
- Commitment to building relationships with parents and donors.
- Strong written and oral communication skills

Education/Experience

- Bachelor's degree or higher, or equivalent professional experience.
- Minimum of five years' work experience leading a youth music education program.
- Understanding of concert music and knowledge of orchestras.
- Managing operations of a performance arts organization required.
- Past experience in leading a nonprofit organization, including employee management and collaborative work with a Board of Directors.
- Experience managing an non-profit organizational budget.

Other Requirements

- Willingness to work some nights and weekends to attend meetings, concerts, and events.
- Valid driver's license, access to a personal vehicle, and proof of insurance are required.
- Ability to travel to the office, rehearsal and concert venues, and orchestra retreat locations, as well as other regular local travel is required.

- Ability to lift and carry equipment and other materials up to 25 lbs.

Compensation

Base pay is one part of our total compensation package and is determined within a range. This provides the opportunity to progress and develop within the role. This is a full-time, exempt position, with the salary range offered between \$100,000 - \$125,000 annually, and will depend on your skills, qualifications, and years of experience. GSYO also offers a competitive benefits and PTO package. Optional 403B Cal Savers Retirement Plan. This position is currently offered a hybrid work schedule. The GSYO office is located in the Palo Alto/Mountain View area.

GSYO is an equal opportunity employer that is committed to inclusion and diversity. We ensure equal opportunity for all applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, Veteran status, or other legally protected characteristics.

How to Apply

Send a resume and a cover letter explaining why this is the role for you to jobs@gsyomusic.org.

No phone calls please.