Managing Director – Wayzata Symphony Orchestra

Role

The Managing Director is responsible to the Board of Directors and works closely with the Music Director, Publicity Manager, Development Manager, Personnel Manager, Librarian, the section leaders and members of the orchestra. The Managing Director is the spokesperson/liaison to the orchestra for policy issues and non-artistic matters.

The Managing Director and the Music Director are responsible for providing the leadership, vision, and information needed to enable the Board of Directors to adopt constructive, progressive, sound, and practical plans for the continued development of the organization and the continued enrichment of the musical life of the community.

Responsibilities

Financial Management & Administration

- Develop, recommend, and manage the annual operating budget in partnership with the Treasurer, Music Director, and Board.
- Monitor organizational finances and authorize expenditures in accordance with approved budgets and financial policies.
- Support financial reporting, annual planning, and oversee compliance with applicable federal, state, nonprofit, and contractual requirements.
- In collaboration with the Development Manager, oversee grant-funded activities, ensuring compliance with grant requirements, reporting obligations, and fund restrictions.
- Serve as an advisor to the Finance Committee and provide regular operational updates to the Board.

Organizational Leadership

- Partner with the Music Director to implement the organization's strategic vision and advance the mission of the WSO.

- Support the Board of Directors by providing information, recommendations, and operational leadership to facilitate sound governance and decision-making.
- Foster a positive organizational culture among musicians, volunteers, contractors, board members, and community partners.
- Identify opportunities for organizational growth, community engagement, and strategic partnerships.

Concert & Program Operations

- Oversee planning and execution of the annual concert season, including concerts, special events, and community engagement activities.
- Supervise and support the work of contractor positions, including the Development Manager, Publicity Manager, Production Manager, Personnel Manager, and Librarian.
- Negotiate and manage contracts with venues, guest artists, vendors, and other partners.
- Coordinate venue relationships, scheduling, and concert logistics – both backstage and front of house – to ensure successful events.
- Manage union recording agreements and other performance-related contractual obligations.
- Attend concerts and selected rehearsals to support operations, volunteer coordination, audience engagement, and event execution.

Community & Stakeholder Relations

- Serve as the liaison with venue partners, donors, sponsors, community organizations, and strategic partners.
- Represent the WSO professionally in the community and at organizational events.
- Deliver announcements and fundraising messages that strengthen audience engagement and philanthropic support. Be the face of the orchestra through stage announcements at concerts.
- Serve as the primary point of contact for orchestra members regarding non-artistic and policy-related matters.

Qualifications

- Bachelor's degree or equivalent professional experience in arts administration, nonprofit leadership, business administration, event management, education, or a related field preferred.
- Demonstrated experience leading operations, programs, events, or community-based organizations.
- Experience working with nonprofit boards, volunteer organizations, or

community-based organizations preferred.

- Strong financial management skills, including budgeting, financial oversight, and reporting.
- Exceptional written, verbal, interpersonal, and public speaking skills.
- Proven ability to lead, supervise, and collaborate with volunteers, contractors, and diverse stakeholders.
- Tech-savvy with experience managing projects with multiple deadlines and competing priorities.
- Demonstrated ability to develop collaborative solutions and maintain positive organizational relationships.
- Experience in nonprofit fundraising, donor engagement, sponsorship development, or grant-funded organizations preferred.
- Familiarity with performing arts organizations, orchestras, ensembles, or other cultural organizations strongly preferred.
- Proficiency with Microsoft Office Suite and common business technology platforms.

Compensation

This is a renewable 2 year contracted position with an annual stipend of $15,000 paid in monthly installments of $1250/month.

Location: While much of this work is done remotely, attendance at WSO's concerts and events is required. Therefore, we are seeking an individual who resides in the metro areas of Minneapolis or St. Paul, Minnesota.

To Apply: Please submit a cover letter and resume to jobs@thewso.org. Applications will be reviewed as they are received. Finalists may be asked to provide references during the interview process.

Applicants interested in both the Development Manager and Managing Director positions are encouraged to indicate this in their cover letter, as the WSO may consider combining the roles into a single position based on candidate qualifications and organizational needs.

Start Date: No later than March 1, 2027