

Missoula Symphony Association Executive Director

The Missoula Symphony Association (MSA) is seeking a visionary, creative, and dynamic Executive Director (E.D.). Under the direction of the Board of Directors and in close, collaborative partnership with our Music Director and Conductor, Maestra Julia Tai, you will provide the leadership, operational management, and financial strategy to grow our orchestra both artistically and financially.

The MSA is in the middle of an extraordinary growth and expansion campaign and you will play a significant role in bringing our exciting goals to fruition.

The Missoula Symphony and Chorale

Founded in 1954 as the Missoula Civic Symphony Association, the Missoula Symphony Orchestra & Chorale has long been a cornerstone of Western Montana's cultural landscape, bringing the transformative power of live symphonic and choral music to audiences across the region.

For more than seven decades, the Symphony has remained committed to artistic excellence, presenting dynamic performances that inspire, connect, and enrich the community. Under the leadership of our Music Director Julia Tai, the organization continues to build upon its tradition of exceptional artistry while expanding innovative programming, collaborations, and educational opportunities throughout Western Montana.

At the heart of the Symphony is its musicians and chorale members: talented artists dedicated to creating meaningful musical experiences and sustaining a vibrant cultural future for the region. From masterworks performances to community engagement and youth education initiatives, the Symphony continues its mission to share the enduring impact of live music with audiences of all ages and backgrounds.

The Role & Vision

As the Executive Director, you will be the highly visible face, voice, and chief advocate of the MSA within the Western Montana community. You will oversee day-to-day administrative operations, lead robust fundraising and patron development efforts, champion diverse marketing strategies, and manage the fiscal health of the association to ensure long-term stability and growth.

Essential Duties & Responsibilities

Artistic Partnership & Production

- Collaborative Leadership: Partner closely with Music Director Julia Tai to support concert planning, logistics, scheduling, and outreach activities.

- Artist Management: Negotiate contracts and arrangements with guest artists, venues and co-presenters in conjunction with our Chief Operations Manager.

Fundraising, Development & Fiscal Stewardship

- Donor Relations: Establish, cultivate, and maintain personal relationships with major donors, sponsors, and community partners.
- Strategic Campaigns: Create and execute the Association's annual Development Plan, including annual campaigns and fundraising events along with our Development Director.
- Grant Management: Working with our grant writer in identifying grant prospects, assisting in application preparations, and overseeing compliance.
- Financial Oversight: Prepare yearly operating budgets with the finance committee and exercise prudent fiscal management.

Office Management & Public Relations

- Staff Leadership: Hire, supervise, mentor, and evaluate a dedicated administrative staff (including operations, development, marketing, patron services and education positions).
- Board Collaboration: Attend all Board and Executive Committee meetings, providing the tools, financial reporting, and trend insights needed for effective governance.
- Community Advocacy: Act as the primary spokesperson, appropriately addressing audiences at all concerts, expanding regional marketing efforts, and forming partnerships with other arts organizations in the region.
- Education Outreach: Support the success of MSA's youth education initiatives, Youth and Family Concerts, and Summer String Camp.

Required Experience

- Proven Track Record: Demonstrated success in non-profit fundraising, donor cultivation, and securing sponsorships.
- Financial Acumen: Strong budgetary, fiscal management, and financial reporting skills.
- Communication Excellence: Exceptional interpersonal skills, public speaking abilities, and public relations experience.
- Core Values: Leadership with integrity, creativity, open-mindedness, and deep empathy.

Preferred Experience:

- Arts Background: Four or more years of related experience in orchestra management or arts administration.
- Musical Rooting: A background in music performance, music education, or arts advocacy.
- Team Building: Proven skills in human resources, staff motivation, and volunteer engagement.

Position Details & Expectations

- Type: Full-time.
- Schedule: Primarily standard business hours, with the expectation to work evenings and weekends during concerts and fundraising events.
- Compensation: Salary starts at \$95,000 and is negotiable based on experience.
- Timeline: The position will begin as soon as the successful candidate's availability allows.

How to Apply

Ready to lead an exceptional musical community where the rivers run through it?

Please submit your cover letter and CV or resume directly to
applications@missoulasympphony.org.

Review of applications will begin immediately and continue until the finalists are selected.