

# NASHVILLE CIVIC ORCHESTRA

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## POSITION ANNOUNCEMENT

### EXECUTIVE DIRECTOR

Nashville, Tennessee | Full-time | Founding Hire

Reports to: Board of Directors

Partner: Artistic Director

Applications to: [jobs@nashvillecivicorchestra.org](mailto:jobs@nashvillecivicorchestra.org)

### THE ORGANIZATION

The Nashville Civic Orchestra (NCO) is a newly established nonprofit performing arts organization launching its inaugural 2026-2027 concert season. The NCO's mission is to engage the Nashville community through high-quality performances, meaningful education, and programming that honors the great traditions of orchestral music while supporting living composers and emerging artists.

The vision of the NCO is to build a unique model for civic music-making in Nashville where emerging artists, seasoned professionals, living composers, and education programs come together to craft vibrant performances that reflect, engage, and serve the community. The organization is governed by a Board of Directors and led artistically by its Artistic Director.

### THE POSITION

The Executive Director is NCO's first full-time hire. This is a founding-stage role: the ED will take over the building of NCO's administrative infrastructure from the Board President while partnering closely with the Artistic Director to bring the inaugural season to life.

The Executive Director reports to the Board of Directors per NCO's bylaws.

### RESPONSIBILITIES

#### Operations & Administration

- Build and manage NCO's administrative systems, records, policies, and day-to-day operations
- Serve as the organizational point of contact for venues, vendors, contractors, and community partners
- Administer NCO's digital platforms including Google Workspace, project management tools, and the website
- Support the Board's organizational compliance requirements concerning contracts, insurance, operational risks and any other areas as assigned

#### Finance

- Develop the annual operating budget alongside the Treasurer and Finance Committee for Board approval
- Manage accounts payable and receivable, financial reporting, and cash flow
- Administer Section Leader per-service pay, NCO Fellows stipend disbursement, and any compensation for guest artists and composers.

## Fundraising & Development

- Lead grant research, writing, submission, and reporting in coordination with the Fundraising Committee
- Develop and manage individual donor and corporate sponsor relationships
- Coordinate development activity with the Finance Committee and Board

## Marketing & Communications

- Oversee marketing strategy, website, email, and social media in coordination with the Marketing Committee and social media sub-contractor.
- Manage ticketing operations, press outreach, and patron communications
- Ensure that the NCO's professional-grade brand standards are upheld across all public-facing channels
- Serve as a visible representative of the NCO in the arts, civic, and philanthropic community

## Musicians & Concert Production

- Manage all operational musician communications following Board-approved audition decisions
- Coordinate rehearsal logistics, music distribution, and season scheduling with the Artistic Director and Librarian
- Attend and coordinate venue set-up and tear-down for all NCO rehearsals and concerts
- Administer guest artist contracts, travel, accommodations, and hospitality

## Education & Community

- Coordinate school visit logistics, community partnerships, and Open Dress Rehearsal operations
- Administer the NCO Fellows Program and university partner relationships
- Support all educational outreach initiatives

## Board Relations

- Prepare Executive Director report for Board meetings
- Attend Board meetings as a non-voting, ex officio member
- Implement Board decisions and report on progress, keeping the Board President proactively informed
- Engage in and execute long-range organizational planning in conjunction with the Artistic Director and the Board Of Directors

## **QUALIFICATIONS**

### Required:

- 3-5 years of nonprofit management or arts administration experience
- Demonstrated experience in fundraising, including grant writing and individual donor cultivation
- Budget management experience with organizational-level financial responsibility
- Strong written and verbal communication skills; comfortable as a public-facing organizational representative
- Ability to build systems and manage multiple priorities in a fast-moving environment
- Genuine passion for orchestral music and its role in community life

### Preferred:

- Familiarity with the professional orchestral or performing arts sector
- Experience working with or alongside an Artistic Director
- Knowledge of Nashville's arts, philanthropic, and civic community
- Comfort with Google Workspace, BaseCamp, Mailchimp, CRM/donor databases, and ticketing platforms

## COMPENSATION & BENEFITS

This is a full-time, exempt position. Salary ranges from USD \$70,000-85,000 commensurate with experience. The NCO does not currently offer employer-sponsored health, dental, or vision benefits. The organization is committed to revisiting this as the budget grows.

## TO APPLY

Submit the following materials in a single PDF to [jobs@nashvillecivicorchestra.org](mailto:jobs@nashvillecivicorchestra.org) with the subject line, “[LAST NAME, FIRST NAME] - Executive Director Application”

(e.g. “Smith, John - Executive Director Application”):

- Cover letter addressed to the NCO Executive Director Search Committee. Please speak specifically to why you are drawn to the Nashville Civic Orchestra’s model and mission, and describe your vision for what an organization like NCO can become.
- Resume or CV
- A response to one of the following prompts (no more than one page):
  - Describe a fundraising initiative you led from conception to close. What was the goal, what was your strategy, and what was the outcome?
  - **OR:** How would you approach building a donor and sponsor base for a new performing arts organization in a city that already has established ensembles?
- One work sample of your choosing; a grant application, board report, donor communication, or similar document that you authored and that reflects your professional writing and strategic thinking.

References will be requested of finalists only. **Application deadline is June 12, 2026.** *The search committee will begin reviewing applications on a rolling basis. Early submission is encouraged.*

The Nashville Civic Orchestra provides equal opportunity in employment for all qualified persons regardless of race, color, religion, national origin, sex, age, disability, or veteran status.