



POSITION TITLE: Executive Director

MISSION AND VALUES

Portland Columbia Symphony cultivates and champions a diverse community of musicians and audiences through affordable and accessible performances. We value excellence, community, personal connection, and accessibility.

ABOUT PORTLAND COLUMBIA SYMPHONY

Since its founding in 1982, Portland Columbia Symphony (PCSO) has become a staple of Portland's vibrant arts scene, bringing together more than 60 paid core musicians to perform a classical subscription series featuring local, regional and internationally acclaimed guest artists and works by living composers to audiences in Portland and East Multnomah County. Programming regularly juxtaposes masterpieces and standards of the symphonic repertoire and the music of under-represented composers, guided by the belief that concert experiences should be culturally and locally relevant to all Oregonians. PCSO is currently celebrating its 40th Anniversary season under the inspired leadership of music director Steven Byess. PCSO is governed by a 12-member Board of Directors and has 2 full-time and 1 part-time staff.

Steven Byess, Music Director

Currently celebrating his 8th season as music director of Portland Columbia Symphony, Steven Byess is a dynamic and passionate conductor, hailed by critics as "masterful and brilliant," "creating the epitome of instrumental elegance," and capturing "the full spirit and vitality of the score perfectly." In addition to his role with the PCSO, Steven is also the music director of the Arkansas Philharmonic Orchestra and the North Mississippi Symphony Orchestra. Recognized for his musical versatility, multi-faceted presence on the podium, and passion for music education, he is devoted to promoting a life-long love and enthusiasm for music and the arts. He is a prolific conductor of opera, operetta, musical theatre, and ballet, leading multiple productions each season across the U.S.

More information about PCSO can be found at pcsymphony.org.

PCSO EXECUTIVE DIRECTOR JOB DESCRIPTION

The Executive Director is responsible for the consistent achievement of the organization's mission and financial objectives, and oversees its day-to-day operations. Key goals include building the PCSO brand; developing audiences; increasing earned and contributed revenues; expanding the donor base; supporting a high quality artistic product in close connection with the Music Director; managing the budget; overseeing staff to empower them to productively and creatively move the vision of PCSO forward; and engaging the Board of Directors as advocates and fundraisers for PCSO. Complete job description available upon request.

COMPENSATION

- \$64,000 - \$70,000 annual salary, based on experience
- Most work is currently remote, except for in-person meetings and events

FSLA STATUS: Full-time, exempt

LOCATION: Portland, Oregon

SUPERVISION EXERCISED: Operations Director; Marketing and Development Manager

REPORTS TO: Portland Columbia Symphony (PCSO) Board of Directors

IDEAL QUALIFICATIONS

Applicants will be considered even if they do not meet every qualification and we encourage people to apply even in this case.

- Bachelor's degree from an accredited university/college.
- A love of classical music and a strong belief in the importance of its live performance.
- A minimum of two years of leadership and management experience with an orchestra, performing arts organization or other non-profit organization.
- Outstanding interpersonal skills and the ability to work effectively with PCSO's various constituencies, including audiences, individual and institutional donors, staff, Board, musicians, the media, and the broader Portland community.
- Demonstrated skill in audience development, publicity, and marketing programs and overseeing their implementation.
- A proven fundraiser, with demonstrable success in generating and advancing support from individual and institutional donors. Skilled at identifying, cultivating, soliciting, and recognizing donors for ongoing support as well as funding for special projects.
- Broad experience in financial management, organizational budgeting, and reporting.
- Ability to work independently as well as with a team, sustaining a positive and supportive work environment and culture with staff.
- Ability to work as a collaborative and creative partner with PCSO's Music Director.
- Personal commitment to the principles of diversity, equity, and inclusion with a track record of advancing these principles.
- Social media fluency and computer proficiency, including experience with the use of Microsoft Word, Excel, Google Docs, and familiarity with customer database software.
- Must have a valid driver's license, reliable transportation, and a willingness to travel locally and regionally.

EQUAL OPPORTUNITY STATEMENT

Portland Columbia Symphony is an equal opportunity employer, and does not discriminate on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

We strongly encourage people with these identities to apply.

APPLICATION PROCESS

Please send the following documents to pcso.edsearch@gmail.com

- Cover letter
- Resume
- Three professional references with contact information. *We will seek your explicit permission before contacting any references.*
- Three examples of your professional writing for fundraising or grant writing.

Applications will be accepted until the position has been successfully filled.