



## **Wausau Conservatory of Music**

### **Position Announcement: EXECUTIVE DIRECTOR**

**Post Date: December 15, 2018 – Application Deadline is March 1, 2019**

#### **THE ORGANIZATION**

Founded in 1981, the Wausau Conservatory of Music, Inc., is a non-degree granting, non-profit community music school offering both traditional and Suzuki instruction and early childhood programs. Approximately ¼ of students are primary school age; ¼ are junior high age; ¼ are high school age; and ¼ are adults. Mission Statement: “provide exceptional music education and performances that enrich and improve the musical life of our students and our communities.” Faculty (currently 24 in number) are made up of artist faculty who are active throughout the state. The school facility includes teaching, rehearsal and performing space. For more information, consult the school’s website [www.wausauconservatory.org](http://www.wausauconservatory.org).

#### **THE POSITION**

The Executive Director is the administrative head and is responsible for all day-to-day operations of the Conservatory of Music, including the creation of the academic budget in consort with the Finance Committee and the Board of Directors. Candidates must have the ability to provide artistic and administrative vision and leadership for the entire Conservatory of Music. This includes taking an active role in growing the enrollment of the school, initiating new processes that result in enhanced customer service and working with faculty to facilitate a collaborative environment that promotes best practices in music education and performance.

#### **THE RESPONSIBILITIES**

**Administrative Management:** The duties include developing course offerings including private lessons, group classes, large and small ensembles; setting the academic calendar and creating listings and descriptions for course catalogs; planning workshops; developing and leading on-going strategic planning and day-to-day execution of same; integrating staff with Board and committees of the Conservatory; faculty and staff supervision, financial management, budget preparation and implementation, promotion, public relations, fund-raising and development. The Executive Director serves as an important liaison within the organization and in the community.

#### **PERSONAL CHARACTERISTICS & QUALIFICATIONS**

Prospective candidates should have the minimum of a Bachelor’s degree in music or arts management, although an advanced degree in music is preferred. Candidate should also have at least 3 years of progressively responsible administrative experience, a performance and/or teaching background with a record of academic and creative excellence, ability to understand pedagogical issues, a demonstrated capacity for leadership and the ability to interact with faculty, students, staff, alumni and benefactors. Candidate must have a demonstrated ability to develop plans and initiate necessary change. Excellent organizational and management skills are essential.

Familiarity with the use of technology (in the running, oversight, and assessment of the management of a musical arts organization), in communications, scheduling, billing, salary and benefits, accounting, and donor relationships is desirable. Exceptional verbal and written communication skills are expected.

#### **COMPENSATION**

This is a full-time, twelve-month position. A competitive compensation package will be offered, complete with salary and benefits commensurate with experience.



P.O. Box 606 - 404 Seymour Street - Wausau, WI 54402-0606 - Telephone: 715/845-6279

Website: [www.wausauconservatory.org](http://www.wausauconservatory.org)

Full member National Guild of Community Schools of the Arts

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**Deadline for Application is March 1, 2019** Please submit application materials online to [gtepping@wausauconservatory.org](mailto:gtepping@wausauconservatory.org). Applications will be considered until the position is filled. A hire date of June 1, 2019 is preferred. Please submit a letter of interest, résumé, names and contact information of three reference providers and a statement of your professional philosophy and objectives. Please no telephone calls or faxes.

*The Wausau Conservatory of Music is an equal opportunity educator and employer.*