



**Position Title:** Executive Director  
**Organization:** Sudbury Symphony Orchestra (SSO)  
**Location:** Sudbury, Ontario  
**Job Type:** Full-Time  
**Reports to:** Board of Directors  
**Application Deadline:** May 16th, 2025, 21:00 EST

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## Organization Overview

For nearly five decades, the Sudbury Symphony Orchestra (SSO) has been a cornerstone of Greater Sudbury's cultural landscape, inspiring audiences with dynamic performances and fostering a deep appreciation for orchestral music. As a regional semi-professional orchestra, the SSO is dedicated to enriching the community through accessible, high-quality musical experiences. Each season, the SSO presents a diverse five-concert subscription series alongside a Matinée Series, Chamber Series and special performances—totaling over 16 concerts annually. The organization also operates the Sudbury Symphony Music Conservatory (SSMC), providing high-caliber musical training through lessons, classes, workshops and outreach activities. Led by our new Artistic Director, William Rowson, the SSO is poised for an exciting new chapter, embracing an expansive artistic vision.

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## Position Summary

The Executive Director (ED) is the chief administrative officer of the Sudbury Symphony Orchestra, including the Sudbury Symphony Music Conservatory and is responsible for the overall leadership and day-to-day management of the organization in alignment with the mission, vision, values, and strategic direction set by the Board of Directors. Reporting directly to the Board, the ED ensures that the strategic plan is properly resourced, executed, and regularly evaluated for effectiveness.

The ED plays a central role in maintaining the overall health of the organization, ensuring that all internal systems, financial processes, administrative functions, and operational workflows are efficient, consistent, and responsive to the evolving needs of

the SSO. Working closely with the Artistic Director, Board, staff, musicians, and community partners, the ED fosters a collaborative, mission-driven culture that supports artistic excellence and organizational sustainability.

The Sudbury Symphony Orchestra administration typically includes 2-3 full-time staff, 1-2 part-time staff, and contracted resources. The Symphony is made up of a majority of community musicians with 1-4 professional core musicians, plus hired contracted musicians as required for each performance. The SSMC currently has approx. 14 instructors teaching approx. 100 students a wide variety of instruments.

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## **Key Responsibilities**

### **Strategic Leadership & Organizational Development**

- Lead the implementation of the SSO's strategic plan, ensuring initiatives are properly resourced and aligned with the organization's long-term goals.
- Identify operational needs and establish systems, workflows, and policies to ensure consistency, accountability, and efficiency across all functions of the organization.
- Serve as a key advisor to the Board of Directors, supporting governance best practices and providing regular updates on organizational health, finances, and strategic progress.
- Represent the SSO in the broader community, cultivating relationships with stakeholders, funders, civic leaders, and partner organizations.
- Track Objectives, Key Results and Key Performance Indicators, and provide reports to the Board of Directors on metrics and progress towards strategic objectives.

### **Risk Management & Compliance**

- Ensure that the organization complies with all legal, regulatory, and contractual obligations, including reporting requirements, employment standards, and charitable status regulations.

- Monitor and mitigate organizational risks, including financial, legal, reputational, and operational, and proactively develop policies and contingency plans.
- Oversee the maintenance of adequate insurance coverage (e.g., general liability, D&O, property) and ensure that risk exposure is periodically reviewed with the Board and relevant advisors.
- Act as Privacy Officer and ensure compliance with relevant legislation and best practices in data protection. Safeguard the organization's assets, data, and records by implementing and maintaining secure information management systems, privacy policies, and cybersecurity best practices.
- Review and manage contracts, service agreements, and vendor relationships to ensure clarity, accountability, value for money, and risk reduction.

### **Administration & Human Resources**

- Oversee day-to-day operations of the Symphony and Conservatory, including recordkeeping, filing systems, databases, box office, and clerical work.
- Provide administrative support to staff, committees, and special projects; coordinate logistics and documentation for Board and committee meetings.
- Hire and manage staff and interns, providing supervision, feedback, and guidance to foster a productive and collaborative work environment.
- Backfill for other team responsibilities such as customer service, box office duties, answering phones, handling money/ticket sales, attending concerts/events, public speaking.

### **Marketing, Development & Communications**

- Develop and execute marketing and development strategies and cultivate a culture of philanthropy throughout the organization.
- Collaborate with the Artistic Director and marketing partners to promote concerts and events, maintain a consistent brand, and grow audience engagement.
- Collaborate with the Operations Manager, contractors, and other staff to create content such as press releases, program books, sponsorship packages, posters,

newsletters, and donor communication materials.

- Collaborate with the Operations Manager, contractors, and other staff to foster the SSO's online presence, ensuring an attractive, clear and accurate website, regular social media posts, and other digital promotions.
- Cultivate relationships with donors and sponsors; direct and support stewardship and recognition activities.
- Responsible for the submission of all regular grant applications and reporting submitted to the City of Greater Sudbury, Ontario Arts Council, and Canada Council for the Arts.
- In partnership with the Artistic Director, other SSO staff, and in line with the current Strategic Plan, identify and pursue other grant and funding opportunities, and ensure that the Symphony's activities evolve to be aligned with current funding-agency priorities.

### **Finance & Budget Management**

- Maintain accurate financial records, track income and expenditures, and ensure timely payment of accounts payable and receivable.
- Reconcile donations and official receipts with donor records and ensure proper acknowledgment.
- Collaborate with the Treasurer and external Bookkeeper/Accountant to generate monthly financial statements, support annual budget development, and coordinate the annual audit.
- Monitor financial performance and flag any significant variances to the Board with recommendations.

### **Orchestra & Artistic Operations**

- Oversee the administration of orchestra musician contracting, local musician recruitment efforts, and billeting for out-of-town musicians.

- In partnership with the Artistic Director, ensure compliance with contractual obligations and Collective Bargaining Agreements (CBA) and coordinate implicated scheduling, compensation, and personnel practices.
- Participate in season planning, production scheduling, and coordination of rehearsal and concert logistics.
- Ensure clear and timely communication between artistic, administrative, and operations staff.

### **Sudbury Symphony Music Conservatory (SSMC) & Education Programs**

- In partnership with the AD, develop a robust Education & Community Engagement Strategy that supports the SSO's overall strategic priorities including the development of Core musician positions.
- Oversee the administration of the Sudbury Symphony Music Conservatory.
- Serve as a bridge between orchestral, SSMC, and Education operations, leveraging the strengths and opportunities of all parts of the SSO, and ensuring efficiency between departments.

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### **Qualifications**

- 3–5 years of progressive leadership experience in arts administration, nonprofit management, or a related field.
- Demonstrated success in managing complex administrative systems, projects, and cross-functional teams.
- Strong financial acumen and experience with budgeting, bookkeeping, and financial reporting.
- Familiarity with nonprofit governance and experience supporting a Board of Directors.

- Experience with fundraising, donor stewardship, and/or marketing is preferred.
  - Knowledge of the performing arts, particularly orchestral music, is an asset.
  - Exceptional communication, organizational, and interpersonal skills.
  - Proficiency with standard office software and database systems (e.g. Microsoft Office, Google Workspace, QuickBooks, donor or ticketing CRM systems).
  - French-language proficiency is considered an asset.
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## **Working Conditions**

- This is a full-time, primarily in-office position, based in Sudbury, Ontario.
  - Some evening and weekend hours are required, especially during concerts and special events.
  - Flexibility in scheduling is expected to accommodate peak activity periods.
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## **Compensation**

- Salary between \$55,000 and \$70,000 CAD commensurate with experience and qualifications.
- Competitive Vacation and Wellness package, including benefits.
- Professional development opportunities may be offered and discussed during the interview process.

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## How to Apply

Please submit a cover letter and resume in PDF format to [opportunities@sudburysymphony.com](mailto:opportunities@sudburysymphony.com) with the subject line: *Executive Director Application – [Your Name]* by May 16th 2025, 21:00 EST.

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**The Sudbury Symphony Orchestra is committed to equity, diversity, and inclusion and welcomes applications from individuals of all backgrounds, particularly those from underrepresented communities.**

The SSO sincerely thanks all applicants for their interest; however, only those selected for an interview will be contacted.

This opportunity is proudly supported by Northern Ontario Heritage Fund Corporation and is funded through the Workforce Development Program. Eligibility requirements of the program can be found here:

<https://nohfc.ca/en/pages/programs/people-talent-program/workforce-development-stream>

