



Élan Youth Arts Organization  
Job Description

Division: Élan Percussion  
Title: EXECUTIVE DIRECTOR  
Reports To: Board of Directors  
Pay Rate: \$16/hour  
Version: June 30, 2024

### **General Description**

The Executive Director of Élan Percussion is tasked with being the central and point person for all matters related to leading the Élan Percussion and the percussion staff.

When required and/or necessary, the Executive Director will be responsible for recruiting and hiring employees for Élan Percussion. As the lead figure of the ensemble, the Executive Director will be integral in maintaining the mission and values of Élan Youth Arts, will be integral in the design and educational curriculum, as well as a leader and guidance of the staff.

Duties and responsibilities include, but not limited to:

- Selecting show design, including floor, uniforms, and props
- Creating and enforcing production timelines, and managing coordination of program direction
- Overseeing the employees of Élan Percussion, including, but not limited to: hiring employees, coordinating staff onboarding processes and mandatory trainings, and ensuring policies and procedures are followed by employees
- Creating the seasonal budget for the upcoming competitive season budget, as well as forecasting financial needs based on income and expenses
- Registering for shows in the WGI and SCPA circuits
- Coordination with social media efforts
- Coordination of ensemble membership onboarding
- Responsible for the safety of employee and organization membership
- Crafting a fundraising strategy and overseeing fundraising efforts

- Communicating frequently with board members and organization leaders regarding goals and issues
- Work closely with the Board of Directors to provide regular updates, seek input on strategic decisions, and ensure alignment with the organization's mission and goals.
- Serve as a spokesperson for the organization, advocating for its mission and representing its interests in the community and beyond.

Supervising the organization's daily activities, including, but not limited to:

- Staff and member check-ins
- Retrieving member payments and contracts
- Administrative paperwork
- Reserving transportation and rehearsal sites
- Liaison to vendors, sponsors, endorsers
- Membership/staff wellness
- Overseeing and acquiring materials and equipment, equipment repairs/maintenance
- Show day check-in

Qualifications:

- Experience with a marching music and performing arts organization, either as a performer and/or instructional staff member
- Experience in a management or supervisor role preferred
- Excellent leadership and decision making skills
- Ability to pass a background check
- Ability to work independently and as a member of a larger team
- Ability to learn from senior staff and adapt as necessary
- Ability to commit to the role and prioritize responsibilities
- Completion of SafeSport Training and harassment prevention training
- Flexibility, adaptability, and a willingness to take on new challenges in a dynamic and fast-paced environment.

To be considered for this role, please email your resume to [elanyoutharts@gmail.com](mailto:elanyoutharts@gmail.com), with the position in the subject line.