

ISSMA EXECUTIVE DIRECTOR JOB DESCRIPTION

Position Summary

The Executive Director is responsible for the overall administration and management of the Indiana State School Music Association and shall be directly responsible to the State Board in the fulfillment of board policies and in all legal and fiscal matters. Areas of responsibility include the day-to-day operation of the organization, all expenditures as well as the development of an annual budget, management of all ISSMA programs including music contests, festivals, and other activities that support the ISSMA mission, and the hiring and evaluating of all ISSMA employees.

Responsibilities

1. Operations
 - a. Develop and administer operational policies
 - b. Oversee the repair and maintenance of the building and grounds.
 - c. Purchase and/or lease equipment and supplies.
 - d. Ensure compliance with all regulatory requirements, including legal document filing.
2. Event Management
 - a. Develop and oversee school membership procedures.
 - b. Secure host sites and visit sites during events.
 - c. Contract, train, and evaluate event workers and adjudicators.
 - d. Ensure compliance with all Rules and Regulations and Board Policies.
 - e. Make initial decisions as to rules interpretation and violations.
 - f. Serve as direct liaison with Marching Band Judge Coordinator.
 - g. In conjunction with Education Directors, develop site schedules for all events.
 - h. Collect and document event results and prepare all performance draws.
 - i. Input all Solo & Ensemble data required to facilitate computerized scheduling of events.
 - j. Oversee revisions of Adjudication Forms, Required Music Lists, Solo & Ensemble Manuals, and Rules Manual.
 - k. Promote and contract ISSMA Event Sponsors, Associate Members and Advertisers.
3. Fiscal
 - a. Develop, recommend, and monitor annual budget.
 - b. Ensure effective audit trails.
 - c. Approve expenditures.
 - d. Provide for proper fiscal record keeping and reporting, submitting yearly financial statements to the board.
4. Personnel
 - a. Administer board-approved personnel policies, including hiring, supervision, evaluation, and termination of all ISSMA employees.
 - b. Oversee all disciplinary actions.
 - c. Set staff salaries within budget limits and administer benefits and health insurance
5. Board Relations
 - a. Assist in planning the agenda and materials for board, zone, and committee meetings.
 - b. Initiate and assist in developing policy recommendations and in setting priorities.
 - c. Facilitate the orientation of new board members and lead board capacity building.
6. Public Relations
 - a. Serve as chief liaison with other arts organizations
 - b. Promote ISSMA and music education through presentations at colleges and universities.
 - c. Ensure appropriate representation of ISSMA by all employees.
 - d. Coordinate representation of ISSMA to legislative bodies and other groups.
 - e. Oversee and be an active participant in arts advocacy.