



## ORCHESTRA MANAGEMENT

The Virginia Symphony Orchestra ([www.virginiasymphony.org](http://www.virginiasymphony.org)) is seeking an **OPERATIONS MANAGER** to oversee orchestra operations and production activities.

As the region's most celebrated musical, educational and entrepreneurial arts organization, the Virginia Symphony Orchestra continues to challenge expectations and push the boundaries of what an American orchestra can be – even as it approaches its 100th anniversary in 2020.

At the heart of the VSO's narrative is innovation. In 1991 the VSO made a very bold move in appointing the gifted young American conductor JoAnn Falletta as its music director. Since then, the orchestra has received national attention for its unique mission serving a home area of 1.7 million across the diverse communities of southeastern Virginia. Through appearances at the Kennedy Center and Carnegie Hall and commitment to adventurous programming, the VSO and its musicians have been highlighted in the media including The New York Times, The Washington Post, National Public Radio and BBC Worldwide News.

As the largest arts performing organization in southeastern Virginia, the VSO and VSO Chorus present more than 150 concerts and events to educate, enlighten and entertain more than 100,000 residents and visitors each year. Recent innovations include health and wellness programs, including interactive therapeutic experiences for people living with Alzheimer's and dementia. As it approaches its Centennial year, the Orchestra and its legions of fans look forward with anticipation as the VSO conducts a worldwide search for its next music director.

### OPERATIONS MANAGER

The **OPERATIONS MANAGER** is a member of the Orchestra Activities team, reporting to the Vice President of Orchestra Activities and supervising the Production Manager, and is the chief liaison for Orchestra activities to the marketing, development and finance teams in day-to-day operations. The selected candidate will possess strong management skills and operations experience along with knowledge of classical repertoire. The Operations Manager manages the production requirements of all orchestra events (concerts, rehearsals, tours, run-outs, residencies and special events) ensuring they run smoothly, effectively and in a financially responsible manner. He or she will be responsible for increasing effectiveness of the operations teams and serves as a strategic partner to the Music Director and Vice President of Orchestra Activities in the fulfillment of the VSO's artistic and community mission.

## **DUTIES AND RESPONSIBILITIES:**

- Plan all orchestra services, in consultation with VP of Orchestra Activities and other artistic and production staff members, in compliance with the Collective Bargaining Agreement. Handle highly detailed production needs, including facility procurement, equipment rental, coordinating staging requirements and other logistical arrangements.
- Coordinate and oversee activities with library staff, personnel and artistic staff to ensure deadlines are met.
- Supervise orchestra set-up for rehearsals and concerts and coordinate with Music Director and production staff regarding any special set-up requirements.
- In consultation with the Artistic Administrator and VP of Orchestra Activities, maintain the Master Calendar and prepare and disseminate orchestra schedules.
- Follow financial procedures of the VSO, including preparing venue contracts for signature, processing concert invoices and reviewing production timesheets. Develop and monitor budgets for all production and touring activities.
- Organize and produce all orchestra tours, residencies and run-out concerts, including transportation and accommodations.
- Monitor compliance with terms of the Collective Bargaining Agreement and ensure the best possible physical working conditions for the orchestra in all situations.
- Coordinate Guest Artist travel, transportation and lodging and arrange for onsite hospitality.
- Manage the procurement of supplies, licenses, equipment, instruments and services for operational purposes. Work with Production Manager to maintain inventories of property and supplies.
- Coordinate production requirements, timings and special needs for all taping, broadcasts and recording; serve as primary contact with recording engineers.
- Coordinate activities of Development and Marketing departments for special projects involving the use of venues, stage crew and/or orchestra.
- Other duties as assigned.

## **QUALIFICATIONS:**

- Three years of experience in operations for a performance or presenting organization.
- Working knowledge of orchestral repertoire and performance practices with a high sense of professionalism in performance presentations.
- A team builder with outstanding communications skills who will contribute to a positive, collegial, good-humored work atmosphere to get results in a fast-paced, high pressure, deadline-oriented environment.
- Computer proficiency including Microsoft Office Suite and OPAS Orchestra Management Software preferred
- Experience working successfully with a variety of personalities including artists
- Bachelor's degree in music or related field, equivalent work or fellowship in orchestra management preferred.

**COMPENSATION:** Competitive with excellent benefits package. \$35,000-\$38,000.

**IMMEDIATE RESPONSE REQUIRED:** Applicants should send credentials to:

Christy Havens: [chavens@virginiasymphony.org](mailto:chavens@virginiasymphony.org)