



Position: Operations Manager  
Department: Orchestra Activities  
Reports to: Vice President of Orchestra Activities  
Status: Full-time, Exempt

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## OPERATIONS MANAGER

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

The **OPERATIONS MANAGER** reports to the Vice President of Orchestra Activities, leads the production crew, 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 serve 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 and team is effective and efficient.
- 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.
- Any other assignments that help drive the VSO forward-thinking vision, achieve our mission, and abide by our organization's values.
- Please note: because the regional reach of the VSO surpasses the capacity of public transportation, reliable personal transportation is required.

**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. \$40,000-\$42,000.

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

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

## **VSO Statement on Attracting Candidates from All Backgrounds:**

***Equity, Diversity, and Inclusion are music to our ears!*** The Virginia Symphony Orchestra is an Equal Opportunity Employer committed to increasing diversity among our applicant pool, our musicians, our staff, our board of directors, and in our program offerings. We strongly encourage people from all backgrounds, especially Black, Indigenous, and all People of Color, as well as people with non-traditional experience and educational backgrounds, to apply for this position.

### **About the VSO:**

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. Innovation and excellence are at the heart of the VSO's narrative.

The VSO 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 performing arts organization in southeastern Virginia, the VSO and VSO Chorus present more than 150 concerts and events annually for more than 100,000 residents and visitors. Recent innovations include health and wellness programs, including interactive therapeutic experiences for people living with Alzheimer's and dementia, and adopting welcoming concert environments for those who are neurodiverse. Since 2019, the VSO has been recognized nationally for striving to reflect the region's ethnic and racial diversity in its members, its programming, and its leadership.

The selection of the young and dynamic conductor Eric Jacobsen as music director earlier this year was another bold step forward for the VSO, further expanding its vision to attract wider and larger audiences with engaging concert experiences and creative and relevant programming. Rounding out the artistic leadership team is Norfolk native Thomas Wilkins in the role of Principal Guest Conductor, reflecting the VSO's commitment to tell its community's stories and advance the important conversations that will promote understanding and belonging among all residents.

### **About our Region:**

Home to more than 1.8 million people, the Hampton Roads region includes the independent cities of Chesapeake, Franklin, Hampton, Newport News, Norfolk, Poquoson, Portsmouth, Suffolk, Virginia Beach, and Williamsburg and the counties of Gloucester, Isle of Wight, James City, Mathews, Southampton, and York.

The VSO's offices are located in Norfolk, which is the core of the metropolitan area and considered to be the historic, urban, financial, and cultural center of the region. Founded in the late 17th century, Norfolk is loaded with historic character, maritime lore, and outdoor adventure but also offers flourishing culinary, entertainment, and arts landscapes. Home to the largest naval base in the world, Naval Station Norfolk, the city has a long history as a strategic military and transportation point, where many railroad lines started. Old meets new in this naval town at the confluence of the Elizabeth River, the Chesapeake Bay, and the Atlantic Ocean. There is plenty to do along an expansive waterfront, with museums, galleries, breweries, and endless options for enjoying fresh seafood. Find out more at [www.visitnorfolk.com](http://www.visitnorfolk.com).