



Position: Operations Manager
Department: Artistic Operations
Reports to: Executive Vice President & General Manager
Status: Full-time, Exempt

Job Description

The Virginia Symphony Orchestra is seeking a motivated Operations Manager with outstanding communication and project management skills who will contribute to a positive, collegial, good-humored work atmosphere to get results in a fast-paced, high pressure, deadline-oriented environment. The Operations Manager coordinates the efforts of the Artistic Operations department to ensure all orchestra events (concerts, rehearsals, tours, run-outs, residencies, and special events) run smoothly, effectively and in a financially responsible manner. The Operations Manager also maintains the Master Calendar, is the primary point of contact with venues and contracted guest artists, attends orchestra services as assigned, and is the chief liaison for Artistic Operations to the Marketing, Development and Finance teams.

Principal Responsibilities:

Scheduling, Venues, & Concert Logistics

- Maintain the Master Calendar and plan all orchestra services, in consultation with Executive Vice President & General Manager and other artistic and production staff members. Ensure optimal working conditions within the Orchestra's schedule, in compliance with the terms of the Collective Bargaining Agreement.
- Prepare and timely disseminate season and monthly orchestra calendars and communicate logistics to the Orchestra in coordination with the Personnel Manager.
- Serve as primary contact with rehearsal and concert venues including:
 - reserving dates,
 - reviewing and preparing contracts,
 - processing deposits/invoices/settlements,
 - reserving parking for musicians and staff,
 - communicate schedule and needs to venue staff in coordination with Production Manager,
 - and other logistical arrangements.
- Develop and monitor budgets for all concert and touring activities.
- Organize all tours, residencies, and run-out concerts, including transportation and accommodations.
- Book accommodations for out-of-town orchestra musicians as assigned.
- Draft preliminary Run-of-Show by project, detailing all in-concert stage movement, audio, video, and lighting plans for approval by the Music Director, Executive Vice President & General Manager, and Artistic Administrator, and amend as necessary.

Guest Artist Arrangements

- Serve as primary contact with Guest Artists/Conductors once their contracts have been executed.
- Arrange Guest Artist/Conductor travel, local ground transportation, accommodations, and onsite hospitality, and prepare detailed Guest Artist/Conductor itineraries.

Project Management, Interdepartmental Coordination & Communication

- Coordinate project flow among library, personnel, production, and artistic staff to ensure deadlines are met and team is effective and efficient.
- Lead weekly interdepartmental discussions regarding upcoming concert preparations.
- Compile interdepartmental and production concert details and prepare detailed Production Schedules for technical advance, which include:
 - Front of House schedule with roles and assigned staff, sponsor information, and lobby event schedule and setup needs.
 - Backstage concert-day schedule with roles and assigned staff, dressing room assignments, and pre-concert events (eg. dress-rehearsal, soundcheck, hospitality schedule, pre-concert talk)
 - Run-of-Show, including top-of-show announcements, sponsor recognitions, and detailed stage, audio, video, and lighting instructions from which a stage manager will direct venue & production staff.
- Coordinate activities of Development, Marketing, Education, and Equity & Engagement departments for special projects involving the use of venues, stage crew and/or orchestra in coordination with the Production Manager.

General

- Attend orchestra services and events in the role of guest artist liaison and/or assistant stage manager as needed.
- Serve as backup when the Production Manager is unavailable.
- Perform venue site visits and evaluate concert opportunities.
- Monitor and coordinate Artistic Operations department's timely adherence to the financial policies of the VSO.
- Maintain an inventory and manage the procurement of operations supplies, licenses, equipment, and services.
- Attend monthly All-Staff meetings, and schedule and lead weekly department meetings.
- Any other assignments that help drive the VSO's forward-thinking vision, achieve our mission, and abide by our organization's values.

Desired Qualifications:

- Bachelor's degree in music or a directly related field, or suitable equivalent.
- Minimum three years' experience in operations for a performance or presenting organization, or equivalent.
- Working knowledge of orchestral repertoire and performance practices required, with a high sense of professionalism in performance presentations.
- Computer proficiency including Microsoft Office Suite. Familiarity with OPAS Orchestra Management Software preferred.
- Experience working successfully with a variety of personalities including artists.
- Must accommodate a varying schedule, including nights and weekends, and manage a fluctuating workload week to week.
- Reliable personal transportation is required, because the regional reach of the VSO surpasses the capacity of public transportation.
- Must have a solid commitment towards equity, diversity, and inclusion.

Compensation:

\$42,000 plus excellent benefits, including health insurance, leave, and mileage reimbursement.

To Apply

Interested candidates should send a cover letter and resume to 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.