

# Southwest Florida Symphony Orchestra

## Orchestra Operations Manager Job Description

**JOB TITLE:** Orchestra Operations Manager

**REPORTS TO:** Artistic and Operations Director

### Position Overview

The Orchestra Operations Manager is responsible for ensuring that the scheduling and production of all orchestra events (concerts, rehearsals, tours, run-outs, auditions, youth orchestra and special events) run smoothly, effectively and in a financially responsible manner. The Operations Manager also functions as a liaison between the orchestra and the rest of the symphony family and is responsible for carrying out many provisions in the master agreement.

### Job Duties & Responsibilities

#### **Concert Production**

- Administer all concert production activities of the orchestra, including facility and equipment rental, equipment purchase, staging requirements and other logistical arrangements.
- Coordinate activities with library, personnel and artistic staff.
- Carry out orchestra setup for all orchestra activities and coordinate with the Music Director regarding special setup requirements.
- Arrive backstage early to check all preparations, inform orchestra personnel or stage technicians of any last-minute changes and determine actual starting time of concerts.
- Arrange for and carry out guest artist special requirements and hospitality.

#### **Scheduling**

- Assist with determining schedules for rehearsals.
- Work with the Artistic and Operations Director to book the necessary facilities.

#### **Master Agreement**

- Interpret, implement and uphold terms of the master agreement; research background and precedent where discrepancies in interpretation occur.
- Incorporate all terms of agreement in all scheduling and logistical planning and monitor compliance.

### **Orchestra Personnel**

- Follow up all requests in a timely manner; help promote positive relations between the orchestra and the symphony family.
- Ensure physical working conditions for the orchestra are in accordance with the master agreement in all situations.

### **Administration**

- Maintain appropriate cost controls while maintaining artistic integrity and upholding the master agreement.
- Coordinate with the artistic staff in planning programs.

### **Other**

- Coordinate and carry out logistical arrangements for all special events, projects and auditions.
- Coordinate and carry out production requirements, timings and special needs for all performances.
- Assist with coordination of activities of Development and Marketing for special projects involving the auditorium, stage crew and/or musicians.
- Set up and break down rehearsal and concert venue(s) for all youth orchestra activities.
- Perform other duties as assigned by the Artistic and Operations Director
- Serve as support staff for Youth Orchestra activities.

### **Terms**

- This is an Administrative exempt “at will” position and may be terminated by management in accordance with Florida statutes.
- The term of this position is year-round.

### **Compensation**

- Compensation will be paid bi-weekly at a rate determined by management in accordance with Florida statutes.

### **Physical requirements**

This position requires standing, walking, climbing stairs, being at various locations in Lee County for performances and other work assignments and lifting items of 25 pounds or more

*This job description is not intended to be an exhaustive list of all duties, responsibilities, and skills required. Other duties, as assigned or deemed necessary by management, may be required. Management reserves the right to revise this job description at any time. The job description does not constitute a contract for employment, nor does it in any way alter the at-will employment relationship.*