



## **VICE PRESIDENT AND GENERAL MANAGER**

### **ABOUT**

Formed in 1928-29 as the first professional symphony orchestra in the Southwest, the TSO is the longest continuously performing professional arts organization in Arizona. The mission of the organization is to build and enrich community through the experience of live music of the highest quality. It serves more than 120,000 lives each year, including 35,000 students, through concerts, educational programming and outreach.

Under the artistic leadership of Music Director José Luis Gomez since 2016, the TSO's vision is to reflect its many communities and bring them together through music, creating deeper connections with the region's heritage, and making music for all Tucson and southern Arizona. The TSO will be marking its centennial in 2028-29.

### **THE OPPORTUNITY**

A key member of the senior management team, the General Manager is responsible for implementing the Music Director's artistic and educational vision for the orchestra. A passion for, and deep knowledge of, music and professional musicians, is vital to fostering an environment that results in music-making at the highest level. The successful candidate will balance creativity with operational excellence, innovation with pragmatism, ensuring that orchestra services are most efficiently utilized while being sensitive to workload.

The General Manager (GM) will be a key partner in implementing the TSO's vision for building new audiences and expanding its reach to the full diversity of the region. Working with the artistic and marketing teams, the GM will explore creative solutions to scheduling, new concert formats, and other audience development initiatives, and seek out new potential revenue-generating partnerships. Across the full spectrum of more than 60 orchestral and chamber mainstage concerts a season, as well as 100 in-school ensemble performances and community outreach efforts, the GM will ensure that the breadth of repertoire and artists supports the TSO's goals to reflect the region's population.

The General Manager advises leadership, including the Music Director and the CEO, of issues and trends that they should be made aware of. They will have superior people and communications skills, with proven experience of constructive labor relations and be a leader in the TSO's efforts to sustain a culture of harmonious, respectful relations with the orchestra. The GM will promote the TSO's efforts to be a more inclusive organization, including its efforts to increase representation of musicians of color on the stage.

## **DUTIES AND RESPONSIBILITIES**

### **General Management**

- Supervise six administrative staff members reporting directly to the GM
- Oversee scheduling of orchestra services including advance booking with primary venues, ensuring compliance with the Collective Bargaining Agreement (CBA).
- Oversee the effective operation of all aspects of concert management, including artistic administration, orchestra personnel, production, stage management and the library.
- Prepare and monitor budgets for artistic, orchestra operations and personnel, education and community engagement activities; approve guest artist and Music Director payments and travel reimbursements
- Oversee broadcasting and recording activities ensuring compliance with the CBA and the national Integrated Media Agreement
- Maintain relations with external revenue-generating partnerships, and seek out new partners
- Ensure and maintain open communication channels and foster positive relationships between the GM's department and the orchestra, and with the rest of the administration
- Attend and participate in Board and Board Committee meetings as needed
- Assist other departments as needed in executing company goals and directives
- Represent the TSO in the community and at concerts and other events, often taking place outside of normal business hours on evenings and weekends
- Other duties as assigned
- Essential Functions:
  - Available to work nights and weekends.
  - Available to travel to performances throughout Pima County as needed
  - Maintain an active driver's license and vehicle insurance.

### **Artistic Administration**

- Facilitate artistic planning, in consultation with Music Director, Chorus Director, Artistic Administrator, CEO, Program Advisory Committee and other key stakeholders
- Approve and execute artist contracts for guest artists and conductors
- Ensure a welcoming environment for visiting guest artists
- Ensure timely and accurate internal communication of final programs and artists to key stakeholders; review and proofread program pages for monthly Program Book
- Oversee the effective operation of the library and consider/approve music purchases, as needed
- Work with Philanthropy and Community Engagement to schedule and provide music ensembles

### **Orchestra Operations**

- Schedule, contract and maintain productive relationships with performance venues
- Oversee maintenance of TSO-owned instruments; make recommendations for upgrades and replacements
- Ensure compliance with guest artists' technical rider requirements
- Create, maintain and distribute production calendars for musicians, staff and music director

### **Orchestra Personnel**

- Ensure compliance with the CBA, and work to find solutions when potential contract issues arise
- Serve as a lead participant in CBA negotiations (generally every 3 years)
- Meet with individual musicians when serious personnel matters occur
- Advise Music Director with Tenure Review process and other matters relating to the orchestra
- Approve music leave requests with Music Director
- Review annual Individual Contracts for members of the orchestra
- Serve as principal staff liaison to the Orchestra Committee
- Serve as the Equal Employment Opportunity (EEO) Officer for any inquiries raised by a member of the orchestra
- Ensure timely and clear communications to the orchestra musicians as needed

### **Education and Community Engagement**

- Ensure that Education programs are aligned with organizational priorities, and are in compliance with the CBA
- Oversee the implementation of key strategic initiatives designed to expand the reach of in-school programs and increase the TSO's service to under-resourced areas
- Lead the exploration of an after-school pilot program inspired by El Sistema
- Ensure effective utilization of ensemble services for both schools and community engagement

### **REQUIRED SKILLS AND QUALIFICATIONS**

- Bachelor's degree with minimum 7 years performing arts management experience including orchestra management experience
- Deep knowledge of classical music and other symphonic music
- Strong organizational, planning, analytical and financial skills
- Excellent managerial skills including leadership, motivation, mentoring, listening and compassion
- Innovative thinker, with ability to solve problems creatively
- High standard of attention to detail
- Excellent writing and speaking skills
- Ability to work collaboratively and effectively with internal and external stakeholders to advance strategic objectives
- Computer proficiency, including Microsoft Office Suite

### **PREFERABLE SKILLS AND QUALIFICATIONS**

- Relevant Master's Degree
- Experience with using Orchestra Planning and Administration System (OPAS)

## POSITION DETAILS

Job Title:	Vice President and General Manager
Reports to:	President & CEO
Supervises:	Artistic Administrator Librarian Operations Manager Orchestra Personnel Manager Production Manager Director of Education & Community Engagement
Classification:	Full-time, exempt
Start date:	Ideally, during the month of June 2024, to allow for some overlap with the current position holder, Patricia Joslyn, who retires June 30, 2024.
Hours:	Minimum 40 hours/week
Remote Position:	No
Compensation:	Within a range of \$85,000-\$95,000
Benefits:	Comprehensive benefits

**AN EQUAL OPPORTUNITY EMPLOYER** Tucson Symphony Orchestra is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state or local laws and ordinances. Tucson Symphony Orchestra's management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities, programs, and general treatment during employment.

## INCLUSION

Our patrons and audiences come from all walks of life and so do we. We hire great people from a wide variety of backgrounds, not just because it's the right thing to do, but because it makes our company stronger. If you share our values and our enthusiasm for the performing arts, you will find a home at TSO.

## BACKGROUND CHECKS

Prior to submitting your application package for this position, please review it carefully for accuracy. TSO does verify academic credentials for its candidates, and frequently conducts background checks including work history before finalizing an offer.

## TO APPLY

Please send cover letter and professional resume with at least three references to: [applications@tucsonsymphony.org](mailto:applications@tucsonsymphony.org) or ATTN: President & CEO, TSO, 2175 N. Sixth Avenue, Tucson,

AZ 85705. Approximate start date June 1, 2024