



ARTISTIC OPERATIONS COORDINATOR – POSITION DESCRIPTION

POSITION: Artistic Operations Coordinator
REPORTS TO: General Manager
CLASSIFICATION: Full-Time/Hourly/Non-Exempt

POSITION SUMMARY:

Overseen by the General Manager (GM), the Artistic Operations Coordinator plays a vital role in supporting guest artist relations, completing administrative tasks related to concert operations, and communicating with key constituents in the planning and onsite execution of each PSA performance.

DUTIES AND RESPONSIBILITIES:

Artistic:

- Assist GM in managing relationship with artist agents and advancing soloists' upcoming performances.
- Create travel itineraries and assist in generating contracts, directions, and other documents for guest artists as needed.
- Manage reservations and serve as point of contact for local hotel and car service.
- Serve as point of contact for guest artists onsite: provide rides to/from the hotel, source hospitality, and deliver excellent customer service backstage.
- Ensure that conductors, musicians, and guest artists are treated professionally and respectfully across the organization.
- Assist GM in research projects during the season planning process.
- Other duties as assigned.

Operations:

- Assist GM in identifying and maintaining relationships with vendors throughout the season.
- Keep accurate and regularly-updated records of production expenses and materials (season schedules, budget trackers, invoices, etc.)
- Generate maps, directions, schedules, and other key documents necessary to communicate information with staff, vendors, orchestra members, and other stakeholders as needed.
- Oversee front-of-house vendors and event personnel onsite when assigned.
- Assist the GM in serving as point of contact with orchestra's primary performance venues: the Ambassador Auditorium in Pasadena the Los Angeles County Arboretum in Arcadia.
- Coordinate schedules, facility needs, permit applications, and other event requirements as requested.
- Attend PSA rehearsals and concerts, including youth orchestra services, when requested.

REQUIREMENTS:

- Be a self-starter with the ability to take initiative and manage own time.
- Possess an approachable, positive, and flexible demeanor to deliver good customer service backstage with artistic personnel and front-of-house with patrons.
- Strong organization and problem-solving skills with ability to stay calm under pressure.
- Excellent written and verbal communication skills.
- Must possess basic knowledge of orchestral music and the ability to read music.
- Must be able to lift up to 30 pounds (such as boxes of music, chairs, music stands, etc.) either alone or with assistance.
- Must possess a valid driver's license, maintain insurance, and have a reliable vehicle as this person will be required to drive to off-site locations, transport artists, and haul production-related supplies between venues, as requested.
- Fluency in Microsoft Suite components and remote working tools such as Teams and Zoom.
- At least 1-2 years of orchestra administration or production experience preferred.
- While this is primarily an in-office position, this position will also be required to be present for evening and weekend rehearsals, performances and events, and load-in/outs at our venues. A flexible work scenario will be considered to accommodate this schedule.

COMPENSATION AND BENEFITS:

The hourly range for this position is between \$23-28 per hour, based on experience. The Pasadena Symphony Association covers 100% of fulltime employees medical, dental, and vision insurance benefits and provides optional participation in the company's 401(k)-retirement plan (unmatched). The Association also offers 10 paid holidays and 80 hours of accrued annual paid vacation.

HOW TO APPLY:

Please email an attached cover letter and resume/CV to the attention of Bella Sunshine, GM, at BSunshine@PasadenaSymphony-Pops.org. Deadline to apply: Friday, October 11, 2024

ABOUT THE PASADENA SYMPHONY AND POPS:

Formed in 1928, the Pasadena Symphony and POPS is an ensemble of Hollywood's most talented, sought-after musicians. With extensive credits in film, television, recording and the orchestral industry, the artists of the Pasadena Symphony and POPS are the most heard in the world. The Pasadena Symphony and POPS performs in two of the most extraordinary venues in the United States: Ambassador Auditorium, known as the Carnegie Hall of the West (Pasadena Symphony), and the Los Angeles Arboretum & Botanic Garden (Pasadena POPS).

The multi-platinum-selling, two-time EMMY and five-time GRAMMY Award-nominated entertainer dubbed "The Ambassador of the Great American Songbook," Michael Feinstein, leads the POPS as Principal Pops Conductor, succeeding Marvin Hamlisch. In the 2024-25 Season, we welcome acclaimed conductor Brett Mitchell as the new Music Director and Conductor of the Pasadena Symphony. In addition to the Pasadena Symphony, Brett is also the Artistic Director and conductor of Oregon's Sunriver Music Festival and is a featured guest conductor across the country.

A hallmark of its robust education programs, the Pasadena Symphony Association has served the youth of the region for over five decades through the Pasadena Youth Symphony Orchestras (PYSO). PYSO offers supplemental in-class instruction within the Pasadena Unified School District and eleven performance ensembles, serving over 700 4th-12th grade students from all over Southern California. The PYSO has performed at venues across the globe as well as on the television show GLEE.

An Equal Opportunity Employer

The Pasadena Symphony Association is committed to creating a sense of belonging by providing broad access points to the world of symphonic music through our concert presentations, community engagement activities, and educational programs. We are committed to equity, and to fostering an environment of inclusion at our concerts, in our education programs, among our workforce and on our Board of Directors. Within this commitment, we strive to be a gathering place where people, regardless of background, feel welcomed to participate fully in the joy of live music. The Pasadena Symphony Association strives to reflect the broad culture of our community.

Visit PasadenaSymphony-Pops.org for more information.