

SFSYMPHONY

Artistic Assistant Artistic Planning

Work Status:	Full Time	Payroll Type:	Non Exempt
Location of Job:	Davies Symphony Hall San Francisco, CA	Salary:	\$54,054.00
Schedule:	Monday-Friday, weekends as necessary	Regular Hours:	9 – 5, evenings as necessary
Reports To:	Program Manager Pops & Presentations / Artistic Services Coordinator	Supervisory:	No

JOB SUMMARY

The Artist Assistant works across all areas of the department providing assistance where needed. Specifically, the Artist Assistant will work alongside the Coordinator, Artistic Services and is primarily focused on providing logistical and guest support for visiting artists including some driving duties. The Artist Assistant also works alongside the Programming Manager, Pops and Presentations to provide administrative support for the SFS Chorus.

RESPONSIBILITIES

- Working with Artistic Services Coordinator on artist transportation from arrival to departure.
- Provide Music Director transportation as requested.
- Produce and deliver guest artist welcome packets for all guest artists as needed.
- Manage dressing room schedule. Set up dressing rooms for guest artists, and then breakdown dressing rooms in a timely manner.
- Communicate with artists and their management regarding logistics.
- Help manage backstage list
- Coordinate catering and hospitality as needed or required by artist contract riders.
- Coordinate with Operations and Orchestra Personnel departments.
- Provide administrative support for the SFS Chorus, including rehearsal schedules, sourcing music, and processing financial payments
- Conduct job functions and activities in alignment with the principles of the SFS's Diversity, Equity, and Inclusion (DEI) work, and support the organization's DEI work through participation in working groups and other initiatives as possible.

QUALIFICATIONS

- Excellent interpersonal skills; able to work in a team environment and communicate clearly with co-workers and with visiting artists.
- Excellent attention to detail and administrative skills
- Excellent computer skills, including Microsoft Word, Excel, Access and PowerPoint.
- Able to work discreetly, independently and display good judgment in dealing with diverse personalities and potentially difficult situations; neat and professional appearance/manner.
- Valid California driver's license and satisfactory results of a complete background investigation.
- Must be available to work flexible hours, particularly weekends and evenings.

APPLICATION INSTRUCTIONS

To apply, please visit our website at www.sfsymphony.org. Under the About Us tab, go to the Careers and Auditions page and click on "View administrative job listings." Search for this job and click on "Apply for this Position" to submit your resume and cover letter.

VALUES STATEMENT

The San Francisco Symphony is committed to cultivating an environment of inclusion, equity, and diversity for our staff, musicians, patrons, and community. As leaders and innovators of our inherited tradition of orchestral music, we acknowledge our responsibility to identify and dismantle the oppressive barriers that we have historically maintained. We resolve to hold ourselves accountable, devote resources, and embrace change by centering racial equity and listening to and learning from marginalized voices.

We recognize that this is an ongoing, sometimes uncomfortable practice, and continue to learn and evolve. We welcome applicants who are enthusiastic to join us on this journey.

ORGANIZATIONAL PROFILE

The San Francisco Symphony is widely considered to be among the most artistically adventurous and innovative arts institutions in the United States, celebrated for its artistic excellence, creative performance concepts, active touring, award-winning recordings, and standard-setting education programs. In the 2020–21 season, the San Francisco Symphony welcomed conductor and composer Esa-Pekka Salonen as its twelfth Music Director and embarked on a new vision for the present and future of the orchestral landscape. This exciting artistic future builds on the remarkable 25-year tenure of Michael Tilson Thomas as the San Francisco Symphony's Music Director. Tilson Thomas continues his rich relationship with the Symphony as its first Music Director Laureate. In their inaugural season together, Esa-Pekka Salonen and the San Francisco Symphony have introduced a groundbreaking artistic leadership model anchored by eight Collaborative Partners from a variety of cultural disciplines: Nicholas Britell, Julia Bullock, Claire Chase, Bryce Dessner, Pekka Kuusisto, Nico Muhly, Carol Reiley, and Esperanza Spalding. This group of visionary artists, thinkers, and doers joins with Salonen and the San Francisco Symphony to chart a new course of experimentation by collaborating on new ideas, breaking conventional rules, and creating unique and powerful experiences.

The San Francisco Symphony presents more than 220 concerts and presentations annually for an audience of nearly 450,000 in its home of Davies Symphony Hall and through its national and international touring. A cornerstone of the organization's mission, the San Francisco Symphony's

education programs are the most extensive offered by any American orchestra today, providing free comprehensive music education to every first- through fifth- grade student in the San Francisco public schools, and serving more than 75,000 children, students, educators, and families annually. The San Francisco Symphony's recordings have won such awards as France's Grand Prix du Disque and Britain's Gramophone Award, as well as 16 Grammy Awards. San Francisco Symphony radio broadcasts, the first in the nation to feature symphonic music when they began in 1926, today carry the Orchestra's concerts across the country. In 2004, the SFS launched the multimedia Keeping Score on PBS-TV and online and in 2014, the San Francisco Symphony inaugurated SoundBox, an experimental performance venue and music series located backstage at Davies Symphony Hall. February 2021 saw the launch of SFSymphony+, the San Francisco Symphony's on-demand video streaming service. For more information, visit [sfsymphony.org](https://www.sfsymphony.org).

Pursuant to the San Francisco Fair Chance Ordinance, the San Francisco Symphony will consider for employment qualified applicants with arrest and conviction records.

The San Francisco Symphony is an Equal Opportunity Employer.