

# SF SYMPHONY

## Artistic Planning Coordinator Artistic Planning

<b>Work Status:</b>	Full Time	<b>Payroll Type:</b>	Exempt
<b>Location of Job:</b>	Davies Symphony Hall San Francisco, CA	<b>Salary:</b>	\$79,079.00
<b>Schedule:</b>	Mon-Fri, weekends as needed	<b>Regular Hours:</b>	9-5, evenings as needed
<b>Reports To:</b>	Director of Artistic Planning	<b>Supervisory:</b>	No

### **JOB SUMMARY**

The Artistic Planning Coordinator is responsible for programming Family Concerts, Summer Classical Concerts, several Special Event type concerts (for example Dia de los Muertos and Lunar New Year events) and provides programming support for Adventures in Music, Concerts for Kids and Sound Box. The Artistic Planning Coordinator advances logistical details for visiting artists and ensures proper execution of artist contracts.

### **RESPONSIBILITIES**

#### Artistic Planning:

- Program and engage artists for Family Concerts
- Serve as liaison to Education department for programming of Adventures in Music and Concerts for Kids
- Program and engage artists for special events as assigned (including Dia de los Muertos and Lunar New Year)
- Program and engage artists for Summer Classical Concerts
- In conjunction with the Director of Artistic Planning, execute the Sound Box programs
- Manage and book the cover conductors for the DSH series.

#### Administrative:

- Serve as primary liaison to artist management for the coordination of logistical details for guest artist engagements for DSH, GPS, Tours, Gala, summer classical concerts, Organ Recital Series, Family Concerts, Adventures in Music, Concerts for Kids, Cultural & Special Events and SoundBox
- Manage and disseminate guest artist schedules for all guest artists
- Book travel and accommodations as required for all guest artists
- Coordinate guest artist ground transportation for all guest artists
- Produce and deliver guest artist welcome packets for all guest artists

- Issue check requests for artist fees and ensure payments and reimbursements as required by artist contracts for DSH, GPS, Tours, Gala, summer classical concerts, Organ Recital Series, Family Concerts, Adventures in Music, Concerts for Kids, Cultural & Special Events and SoundBox
- Issue program updates for Family Concerts, Adventures in Music, Concerts for Kids, Cultural & Special Events and SoundBox
- Manage ArtsVision data entry for Family Concerts, Adventures in Music, Concerts for Kids, Cultural Events and SoundBox

General:

- 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**

- A minimum of one year's experience working in a performing arts organization, preferably in music management.
- General knowledge of classical music and performing artists required, in addition to strong working knowledge of broader musical genres and willingness to expand knowledge outside of 'traditional' classical music and artists.
- An interest and commitment to diversifying repertoire and artists from under represented minorities.
- Formal education in music preferred.
- Excellent computer skills, including Microsoft Word, Excel, Access and PowerPoint.
- Possess excellent interpersonal skills; able to work in a team environment and communicate clearly with co-workers.
- 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](http://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://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.