



**Associate Director of Editorial
Editorial Department
Communications Division**

Work Status:	Full-Time	Payroll Type:	Exempt
Location of Job:	Davies Symphony Hall San Francisco, CA	Salary:	\$86,996.00
Schedule:	Monday-Friday	Regular Hours:	9am-5pm
Reports To:	Editorial Director	Supervisory:	Yes

JOB SUMMARY

The San Francisco Symphony's Editorial Department is part of a fast-paced, high-volume, vibrant artistic environment. Those who are quick to learn and quick witted; classical music lovers and/or music makers; adept at editing and shaping accurate and engaging copy; creative and compelling storytellers; team players and thought leaders; curious, resourceful, and detail-orientated; and excel at communication and organization are encouraged to apply.

The Associate Director works to develop and execute digital and print editorial content that builds connections to and engages a broad spectrum of audiences. This position reports to and works closely with the Editorial Director, providing support and ideation of content that effectively achieves institutional goals. This position is key in aligning content within the Editorial team and works with the Editorial Director to provide guidance to the Project Manager and Copywriter.

RESPONSIBILITIES

Content planning and development: Works closely with Editorial Director in planning both long- and short-term Editorial projects as part of overall institutional goals; Develops and generates long- and short-form Editorial content for use across San Francisco Symphony channels; works regularly with external content producers, including Program Annotator, Contributing Writers, and additional contracted writers.

Content execution: Works closely with Copywriter in the creation of a high-volume weekly project load, including but not limited to Marketing, Communications, Digital Innovation, Development, Volunteer Council, Education, and other editorial assets: website (sfsymphony.org and sfsymphonyplus.org), social media copy, brochures, ads, emails, newsletters, recording sales sheets and liner notes, donor and fundraising materials, special events messaging, educational materials, institutional messaging, and more.

Serves as a lead editor for all print/digital program book content, encompassing feature stories, artist interviews and profiles, donor profiles, institutional messaging, news items, and donor recognition; and program notes, artist biographies, At a Glance concert summaries, and additional features. Assists in production/layout of all program books (135 comprehensive projects per season) in collaboration with the Editorial Director, Project Manager, and external publishing partners.

Maintains up-to-date awareness of Diversity, Equity, and Inclusion-related evolution within the orchestral and communications fields and provides institutional leadership around inclusive and equitable messaging and practices in editorial content. Ensures that SF Symphony Editorial content reflects known preferences of individuals and marginalized groups around self-identification and culturally specific description.

Cross-department collaboration: Works closely with colleagues and teams across the organization to facilitate content creation and roll-out; Copyedits assets organizationally wide, including all major initiatives. Maintains a strong partnership and dialogue with the Creative Services team to bring stories to life.

Cultivates positive and productive relationships with SF Symphony musicians, staff, and Board members. Conducts job functions and activities in alignment with the principles of the SFS's Diversity, Equity, and Inclusion (DEI) work, and supports the organization's DEI work through participation in working groups and other initiatives as possible.

Editorial Department Support: Assists the Editorial Director with budget; Supervises full-time Copywriter.

QUALIFICATIONS

- Managerial level editorial and production experience, encompassing both digital and periodical publishing.
- Creative and compelling storyteller with demonstrated success in editing and writing engaging content across a variety of channels.
- Demonstrated ability to prioritize, multi-task, and operate under extreme deadline pressures.
- Strong knowledge of classical and orchestral music industry and music history required.
- Curious, resourceful, and detail-orientated with excellent communication and organization skills.
- Demonstrated experience in managing teams and projects.
- Working knowledge of Chicago and AP Style Guides, with the knowledge and flexibility to assist in building and customizing a house Style Guide.
- Strong word processing, database, and computer knowledge/capabilities, clerical, and organizational experience.
- Knowledge of/experience with HTML platforms.
- Excellent attitude and time-management skills.
- Ability to work with a diverse, creative group of people in a fast-paced environment.
- Knowledge of Latin, German, and French a plus.

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.

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.