

**Job Title:** Operations Manager

**Reports to:** Executive Director

**Direct Reports:** Orchestra Librarian, Personnel Manager, Stage Manager, and Recording Engineer

**Job Summary:** Berkeley Symphony seeks an exceptionally organized, resourceful, and personable Operations Manager with a passion for classical and new music. The Operations Manager oversees concert production, artistic administration, and office management, while assisting in all aspects of this \$1.3 million performing arts organization. The ideal candidate will be an experienced arts administrator who thrives working independently and collaboratively as part of a small, nimble team.

**Responsibilities:** The Operations Manager is responsible for the following:

***Concert Production and Personnel***

- Plan and execute Symphonic and Chamber music concerts with Personnel Manager, Stage Manager, Librarian, and venue partners.
- Create and manage season production budgets, generating forecasts, and budgets for outside project proposals.
- Create concert stage plots, arrange and contract instrument rentals, troubleshoot production issues as required.
- Arrange and contract rehearsal and concert venues, including facilitating venues and rentals for Music in the Schools with the Education Director.
- Generate event run sheets, liaise with concert venue staff and crew, and coordinate communications with front and back of house.
- Work with Personnel Manager in hiring musicians, issuing work agreements and managing new hire employment documents.
- Create and monitor core orchestra personnel work agreements.
- Prepare payroll with Finance Manager and Personnel Manager for all musician services including concerts and education services.
- Work with Librarian to help mail parts, collect music, process rental agreements, and invoices.
- Hire and supervise orchestra librarian, stage manager, and recording engineer for each production.
- In partnership with the Personnel Manager, organize and manage auditions.

***Artistic Administration and Education***

- In consultation with the Executive Director, issue and monitor guest artists' contracts, and liaise with their management.
- Arrange for travel and local accommodations, and assist guest artists and Music Director as needed.
- Attend and arrange hospitality for all rehearsals and concerts for musicians, artists and conductor.

- Manage execution of Media activities and IMA agreements as needed.
- Support Education Director in hiring musicians for Music in the Schools concerts and classroom visits. Manage artistic and production needs for Education services as needed.

### **Office and Administrative support**

- Coordinate office resources and supplies, including lease/purchase and maintenance of office equipment. Manage office space and equipment including lease/storage, coordination of office resources and supplies, set-up and maintenance of equipment including electronics.
- Support Executive Director with scheduling of meetings, processing bills, managing contracts, coordinating community and special projects, execution of training, and learning opportunities for staff, board, and musicians. Training including but not limited to sexual harassment, DEIAB, systems and technology.
- Support Development and Marketing events and projects as needed, including proofreading public documents, contributing to grant applications, budgets, and reports, and production support of special events.
- Help with processing mail, including bills and donations received via check
- Other duties as assigned

### **Qualifications, Required Knowledge, Skills and Abilities:**

Ideal candidates will demonstrate:

- Three to five years experience in a related position.
- Mastery of project planning, time and resource management, creative problem solving, attention to detail, and sound decision-making
- Ability to work collaboratively with individuals of diverse backgrounds at all levels of the organization
- Outstanding verbal and written communications skills
- Willingness to learn, be open to coaching and desire for professional growth and training opportunities.
- Experience with orchestra personnel management, database systems, and/or experience with Google Workspace and WordPress a plus
- Must be able to work evenings and weekends as needed
- Must provide own transportation and be able to transport production equipment
- Must be “up to date” with your COVID-19 vaccination status per the CDC guidelines. You are up to date with your COVID-19 vaccines if you have completed a COVID-19 vaccine primary series and received the most recent booster dose recommended for you by CDC.
- Ability to lift up to 35 lbs. on occasion

**FLSA Status:** Full time and FLSA exempt.

**Compensation:** Compensation \$60,000-\$68,000, competitive and commensurate with qualifications and experience. Plus medical, dental and vision benefits.

**To Apply:** Please submit a cover letter and resume by email in PDF or Word formats to [jobs@berkeleysymphony.org](mailto:jobs@berkeleysymphony.org) with the subject line of Operations Manager. Please, no phone calls or hard copy/physical mail submission. This position is open until filled.

Berkeley Symphony welcomes a diverse slate of candidates including BIPOC, LGBTQ+, gender diverse including those that are non-binary. The candidate will role model the Berkeley Symphony’s vision, values, and behaviors. We are an open,

inclusive, and welcoming organization for all.

**About Berkeley Symphony:** Berkeley Symphony's mission is to celebrate our unique and diverse community through music – creating live performances and educational programs to engage the curiosity, spirit, and intellect of our audiences. It is a consistent ASCAP award winner for adventurous programming of contemporary music, which is performed along with the classical repertoire. Berkeley Symphony's programs include main stage concerts; participatory, year-long "Music in the Schools" in Berkeley's public elementary schools; family concerts; chamber concerts; and collaborations with Cal Performances on the University of California, Berkeley campus.

*Please submit any queries by email to [jobs@berkeleysymphony.org](mailto:jobs@berkeleysymphony.org)  
Berkeley Symphony is an Equal Opportunity Employer.  
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