

# CALIFORNIA SYMPHONY

## OPERATIONS & COMMUNITY OUTREACH MANAGER

The California Symphony seeks an Operations & Community Outreach Manager, a key operational partner reporting to the Executive Director who is responsible for the operations of this orchestra as it pertains to planning, developing, and executing the concert season and commissions, and for activities related to community education programs, ensuring these functions run smoothly, effectively, and within budget. This position works closely with the Music Director, Orchestra Personnel Manager, Music Librarian, and Technical Director, and supervises an Education Coordinator, other stage crew, and A/V engineers.

The Operations & Community Outreach Manager role covers a broad range of responsibilities and is ideal for an organized, tech-savvy, motivated professional to be part of a small team, and gain experience with a world-class regional orchestra that is making waves in audience development, retention, and patron loyalty. In recent years, California Symphony has defied national trends, with audiences nearly doubled, the donor base expanding, and our groundbreaking work profiled in the [Wall Street Journal](#), [Arts Journal](#), and [Southwest Inflight Magazine](#).

Beyond technical skills and/or relevant experience, the successful candidate will possess a willingness to learn on the job and to grow in and develop the role.

### **Range of duties include:**

- Scheduling concert productions, rehearsals, orchestra auditions, and special events.
- Planning the orchestra operational schedule – researching and securing venues for concerts and rehearsals, managing contract negotiations alongside Executive Director, scheduling these activities, and executing them.
- Management of expense budget as it relates to concert production, musician, guest artist, and stage crew payroll, and community education and Young American Composer in Residence programs.
- Point of contact for labor partners, including musicians, stage crew, and any other contracted service personnel, and ensuring all contractual agreements are met.
- Supports collective bargaining negotiations as a member of management's negotiating team, researching specific issues as requested by the negotiating team, and ensuring compliance with the terms and conditions of negotiated agreements.
- Work with Player's Committee to share information and discuss issues of concern.
- Booking guest artists as specified by the Music Director for necessary dates, negotiating performance fees with support from Executive Director, and arranging for travel, transportation, and payment.

- Managing technical and production needs for the orchestra, including liaising with Technical Director (part of stage crew) for orchestra setup for all rehearsals and concerts, working with sound and/or audio engineer(s) for recording needs, and artist hospitality.
- Responsible for securing program notes and routing program elements to appropriate Marketing staff.
- Execution of CSO community and adult education programs, including Sound Minds, the Symphony's flagship music education program inspired by the el Sistema model, Fresh Look, Rossmoor Society, and library programs. Responsible for managing all aspects of programs, contracting instructors and performing ensembles, and supporting vision, quality, and growth of programs. Recruit, onboard, and supervise teaching artists. Direct the Sound Minds on-site coordinator with program development, scheduling, and stakeholder communications.
- Overseeing all aspects of the Young American Composer in Residence program: logistical details, recording sessions, scheduling, booking travel for the composer, coordinating composer deliverables, and keeping deliverables on schedule, and managing composer-in-residence selection process. Coordinates outreach and engagement opportunities for the resident composer during residency weeks.
- Facilitating organization storage needs, maintaining storage unit(s), and keeping inventory of items in storage.
- Work with Finance Manager on musician unemployment claims, checking for accuracy as needed.
- Work as a peer and liaise with Orchestra Personnel Manager, Music Librarian, and Technical Director while overseeing Education Coordinator.
- Attend all rehearsals, performances, and community outreach events and programs.
- Oversee and manage all auditions with Orchestra Personnel Manager and Music Librarian.
- Perform other duties as assigned by the Executive Director or Music Director.

**Qualifications:**

- Experience with orchestral, performing arts, or entertainment production and/or education programs.
- Exceptional problem-solving and analytical skills, with an ability to clearly define issues and make tough decisions in the face of tight timelines and financial resources, ambiguity, and competing priorities.
- Excellent quantitative skills and a proven ability to utilize analytical tools to make sound operational decisions.
- Strong organizational skills and attention to detail, with the ability to work independently, prioritize multiple projects, and manage a high-volume of activities.
- Ability to develop strong internal and external working relationships.
- Proven ability to work with and manage others professionally with strong leadership, motivation, and professional development skills.
- Proficiency in the use of computers for all types of communication as well as Microsoft Office suite of software, especially Excel or other spreadsheet software.

- Experience working with labor groups, community organizing, and/or contracts.
- Knowledge of classical music and how orchestras work.
- Proficiency in Spanish is helpful but not required.

**Compensation and Terms:**

- This position is full-time; starting salary ranges from \$60,000-\$65,000.
- Other benefits include generous paid time off policy, health and dental insurance, monthly transit/parking benefit, opportunity to work from home and office, and flexible work hours when possible.
- Budget for professional development is provided annually.

**About California Symphony**

California Symphony, celebrating its 35th season in 2021/22 and its ninth season under the leadership of Music Director Donato Cabrera, is distinguished by its vibrant concert programs that combine classics alongside American repertoire and works by living composers, and for bringing music to people in new and unconventional settings. The orchestra includes musicians who perform with the San Francisco Symphony, San Francisco Opera, San Francisco Ballet, and others, and is based in Walnut Creek at the Leshner Center for the Arts. Outside the concert hall, the Symphony actively supports music education as a driver for social change through its El Sistema-inspired Sound Minds program at Downer Elementary School in San Pablo, CA, which brings intensive music instruction and academic enrichment to schoolchildren in an area where 94% of students qualify for the federal free or reduced-price lunch program, at no cost to the students who participate. The Orchestra also hosts the highly competitive Young American Composer-in-Residence program and its current composer, Viet Cuong. California Symphony has launched the careers of some of today's most well-known artists, including violinist Anne Akiko Meyers, cellists Alisa Weilerstein and Joshua Roman, pianist Kirill Gerstein, and composers such as Grammy winner Mason Bates, Christopher Theofanidis, and Pulitzer recipient Kevin Puts.

In 2017, California Symphony was the first professional orchestra to publish a public **Commitment to Diversity**. For more information, please visit [californiasymphony.org](http://californiasymphony.org).

**An Equal Opportunity Employer:**

It is the policy of the California Symphony to provide all persons with equal employment opportunities without regard to race, color, sex, religion, national origin, veteran status, marital status or any characteristic protected by federal, state, and local law. Candidates of ALAANA (African, Latinx, Asian, Arab, and Native American) communities are encouraged to apply.

**To Apply:**

- Submit cover letter and resume to [jobs@californiasymphony.org](mailto:jobs@californiasymphony.org)
- No phone call or email inquiries, please