

Camellia Symphony Orchestra

Job Opening: Business & Operations Manager

BACKGROUND:

The Camellia Symphony Association (CSA), a California Nonprofit Corporation, is created to support and present Sacramento's community orchestra, the Camellia Symphony Orchestra (CSO), and its young peoples' satellite orchestras and educational projects. Currently in its 56th season, the CSO continues to provide high quality performances in the Capitol Region. Since 2012, Maestro Christian Baldini has been our Music Director. Under his leadership and artistic vision we have presented innovative and diverse programs, featuring the core symphonic repertoire balanced with thought-provoking and inspiring new works by established and emerging composers. We present both world-class soloists, as well as Rising Star performers. We operate from a Virtual Office with e-mail, phone, and internet cloud based communication and storage.

SUMMARY:

This will be a salaried, performing arts, executive, development and management position. The objective is to transition from the current model, that of the Board of Directors and Music Director day-to-day run operation on a modest budget, to a more sustainable and thriving management model. The successful applicant will be an inspiring leader to help our organization develop and structure a plan to continually build and enhance the expression of our Mission.

Reporting to the Board of Directors (BOD), the Business & Operations Manager (BOM) shall be an engaging, organized, creative, and data-driven leader with a record of close collaboration with conductors as well as with stakeholders in a nonprofit setting. In close consultation with the Board of Directors and the Music Director, the BOM will have overall responsibility for staffing and presenting performances. Key duties include organizing and managing performances, recruiting, engaging and managing personnel and the resources required. Often the position holder will be the "Public Face" of the Camellia and will be expected to advocate for the Camellia and to engage the public as well as public and private institutions. Over time, the position is expected to include many patron development and cultivation functions.

DUTIES:

- Provide input to the BOD and Music Director to facilitate both the planning processes for upcoming performances and seasons, and the organizational changes for transitioning the organization.
- Produce the Camellia Symphony sponsored performances as envisioned by the Music Director and other conductors. This would include contracting with venues, performers (musicians and others), score suppliers, ticketing partners, PR/advertising partners, graphics artists, and publishers. The job would also entail close coordination with the CSO's musical personnel (Music Director, other conductors, guest artists, principal

musicians, personnel manager, stage managers, librarian, etc.) as well as creating and managing supportive crews of volunteers and other supporting entities.

- Establish and maintain an effective patron development program to include a tracking database. This could include the production and regular maintenance of official communications with our patrons, donors and subscribers via social media and marketing campaigns (MailChimp, Facebook Page, Twitter, Instagram, etc.)
- Submit a formal Post Event Report to the BOD providing details of successes, problems, resolutions, and recommendations to enhance future productions.
- Manage the operational budget according to current auditing standards, and advise the finance committee on any deviations from the budget. Report to the Treasurer in a timely manner prior to scheduled BOD meetings on the current status of operational finances, including significant deviations from the current operating budget.
- Establish and maintain employee and volunteer policies and procedures and appropriate training to assure legal and ethical compliance.
- Update and maintain corporate records as required by law, granting agencies, and the smooth operations of the organization under both normal and crisis management environments.
- Attend and support all BOD meetings, and all rehearsals and performances of the Camellia Symphony Orchestra.

QUALIFICATIONS:

- Passionate about both the personal and societal value of the classical performing arts;
- Excellent interpersonal and multidisciplinary project skills;
- Strong written and verbal communication skills;
- Grant research and writing experience is highly desirable;
- Evidence, by training and experience, of the capacity to fulfill the duties of the job with integrity;
- Facility with office computing tools;
- Desirable qualifications: experience working with a performing or musical arts organization; experience with budgeting and managing a budget; marketing, public relations, fundraising experience;
- Training and experience in classical music is highly desirable.

Interested applicants should email, as separate attached PDF files: a cover letter, resume, and list of three professional references to info@camelliasymphony.org with Subject line: Business & Operations Manager Application. by no later than 5pm PST on March 29, 2019. The cover letter, resume and references should be in separate PDF files.