



## CONCERT OPERATIONS ASSISTANT JOB ANNOUNCEMENT

**CLASSIFICATION:** Hourly/Non- Exempt, half-time

**REPORTS TO:** Director of Artistic Operations  
Coordinates with the Production Stage Manager, Orchestra Librarian, House Manager and Artist Liaison

**JOB LOCATION:** Sonoma County, California

**START DATE:** Opens May 2022 until filled

**HOURS:** M-F, 20 hours/week in office alternate with on concert site some weekends and evenings required.

**COMPENSATION:** \$23/hour

**EMAIL** a cover letter and resume to:  
[tbeswick@srsymphony.org](mailto:tbeswick@srsymphony.org)  
No phone calls please

**JOB SUMMARY:** The Concert Operations Assistant provides assistance in all areas of concert production necessary to ensure the efficient and effective presentation of the Santa Rosa Symphony at all of its performances.

**QUALIFICATIONS:**  
Must have a general knowledge of symphonic repertoire, rehearsal techniques and performance practices, good writing skills and the ability to communicate effectively; experienced in the use of a PC and Microsoft Office Suite.

## **JOB DUTIES AND RESPONSIBILITIES:**

Assists the artistic production department in the planning and implementation of orchestra services:

- **COMMUNICATION**  
Assists the production department in communicating to Orchestra Musicians and production department personnel all aspects of concert production, including: producing and distributing rehearsal and performance schedules, programming and instrumentation information specifically for each production/concert set.
- **ON SITE CONCERT PRODUCTION**  
Coordinates efforts with the Orchestra Manager, Production Stage Manager, Orchestra Librarian, House Manager and Artist Liaison with respect to their concert production duties, including: attending rehearsals and performances, as needed, to ensure adequate management representation at all orchestra services; coordinating with house managers at various concert venues, ensuring adequate rehearsal and performance working conditions, including backstage security and musicians' parking arrangements; procurement of necessary equipment and instruments; assisting in stage set-ups and strikes; coordinating transportation, hotel accommodations, and amenities for guest artists; production of outreach programs, including Free Concerts for Youth, recitals, small ensemble and summer concerts; special projects, such as tapings, broadcasts, recordings, run-outs and tours; supports the Orchestra Manager as a liaison to the Orchestra Musicians.
- **UNION CONTRACT ADMINISTRATION**  
Assists with orchestra personnel management, including: administration of the Collective Bargaining Agreement; annual preparation of Musicians' individual contracts and season information; maintenance of Musicians' personnel files; maintaining attendance records and preparation of orchestra payrolls; calling of Musicians' rehearsal breaks.
- **AUDITIONS**  
Assists with annual orchestra auditions, including: distribution of audition materials, including repertoire lists, music excerpts, maps and directions, etc., to audition committee members and applicants; setting up audition rooms; assisting candidates as they rotate from the warm-up room to the green room to the audition hall.
- **FINANCIAL & CLERICAL DUTIES**  
Assists in preparation of the annual production department budget; prepares purchase orders/check requests and performs clerical duties, as required.