



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
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.