

PhilharmoniaBaroque Orchestra&Chorale

RICHARD EGARR | MUSIC DIRECTOR

GENERAL MANAGER - JOB DESCRIPTION

Date: May 4, 2022

Reports to: Executive Director

Direct Reports: Production Manager, Office Manager

Compensation & Benefits: Very competitive. A relocation bonus will be offered if the final candidate is not local.

Location: Hybrid; San Francisco office (Union Square) + some remote work from home

ORGANIZATION OVERVIEW:

Now in its 42nd year, Philharmonia Baroque Orchestra & Chorale (PBO) is the leading and largest ensemble of its kind in North America and the second largest orchestral organization in the Bay Area. Under the musical direction of Richard Egarr and performing repertoire from the Baroque, Classical, and early Romantic periods, as well as new music and opera, PBO is a highly versatile historically-informed ensemble comprising the 32-member Philharmonia Baroque Orchestra and 24-voice Philharmonia Chorale. The organization presents a signature season of 24 mainstage concerts in four Bay Area venues, at least 8 annual off-season programs, including large-scale opera productions, several alternative series, including SESSIONS and Jews & Music, commissions new works regularly through its long standing New Music for Old Instruments program, produces a comprehensive suite of education programs for youth and adults and maintains a robust national and international touring schedule. The ensemble appears regularly at Lincoln Center, Disney Hall, Yale's Norfolk Chamber Festival, among many others.

In 2020, PBO won the San Francisco Classical Voice award for Best Opera in the Bay Area for its acclaimed production *Aci, Galatea e Polifemo*. PBO maintains deep artistic partnerships and relationships with the Mark Morris Dance Group, Davóne Tines, Tarik O'Regan, Anthony Roth Costanzo, Errollyn Wallen, Matthew Aucoin and the American Modern Opera Company (AMOC) and was the first orchestra in the Bay Area to commission Caroline Shaw to compose four acclaimed works. The organization also maintains a partnership with The Juilliard School's Historical Performance division now, six years running, and engages with the conservatory in coaching, mentoring and side by side performances featuring Orchestra members and students. The ensemble has made more than 50 commercial recordings and has its own record label. PBO has been on a major growth trajectory for the past seven years and is sought after as co-commissioner and partner by organizations in the US, Europe and Australia. Artistic output has more than doubled in this time and continued growth in key areas will continue apace. The organization is governed by a working board of directors who reside in the Bay Area and across the country.

POSITION OVERVIEW:

The General Manager (GM) is a key member of the organization's senior management team and works in close partnership with the Executive Director (ED) to develop and implement the strategic direction of the organization. The GM oversees the management of the ensemble and assures the professional execution of concert production, media production, labor relations, marketing materials production, education and community services, and oversight of certain business operations and office facilities. The GM is responsible for ensuring that Management carries out the terms of the Collective Bargaining Agreement (current contract expires in 2025) and is a key member of the CBA negotiating team. The GM will be the primary liaison to the Orchestra's Players Committee and the full Orchestra and Chorale and will engage regularly with guest artists. In addition to the ED, the GM works closely with the Music Director, Chorale Director, Director of Artistic Strategy & Innovation, Director of Artistic Planning, our Artists in Residence and Director of Finance. The GM is a strong cultural fit—an individual who values and respects both the flexibility and limitations of a midsize organization and can thrive in such an environment. The GM appreciates the collaborative work setting, demonstrates willingness and interest to develop new skills outside of core competencies, and is always eager to help colleagues and departments. The GM is a leader who rolls up their shirtsleeves and possesses the skills and work ethic to be a partner to the ED in a fast-paced environment.

Concert Production:

1. Closely collaborating with the ED and artistic department, ensure successful launch of all major artistic plans and production elements, including planning and budget management/tracking for season subscription concerts, alternative concerts, tours and runouts, management, major operatic or multi-disciplinary productions, alternative programming, virtual and audio programs, and releases of new recordings.
2. Ensure the scheduling and production of all events (concerts, rehearsals, special events, virtual programming) effectively and cost-efficiently
3. Oversee programming calendar; manage rehearsal, performance, and venue schedules within the guidelines of the CBA
4. Develop and monitor budgets for concert productions, orchestra maintenance and stage crews.
5. Determine scheduling feasibility for major productions, tours, recordings, education programs, and special performances/events.
6. Supervise the Production Manager to ensure proper maintenance of master production schedules, including artist itineraries, musician rosters for each projects, daily schedule reminders, etc.
7. Attend rehearsals, concerts, and special events with assistance from DAP and Production Manager.
8. Coordinate with Audio Engineer and Videographer regarding audio/video archival or commercial captures.
9. Supervise PM to create successful plan for Stage Manager, House Manager, Equipment Coordinator, Audio Engineer, and other staffing needs for projects; hire, train, manage, and evaluate performance of all production support staff.
10. Oversee all concert production activities including facility and equipment rentals, staging, lighting, sound requirements, etc.
11. Coordinate activities of Development and Marketing departments for special projects involving use of performance spaces, stage crew, and/or artistic personnel.
12. Oversee planning for artist hospitality and travel.

Orchestra & Chorale Personnel Duties:

1. Serve as principal liaison between the Orchestra, Chorale and Management.

2. Ensure CBA compliance; interpret and implement the terms of the CBA and the Integrated Media Agreement.
3. Incorporate new terms of agreements in all scheduling and logistical planning.
4. Serve as principal liaison to the Philharmonia Chorale.
5. With the DAP, coordinate Orchestra and Chorale auditions.

Artistic Operations:

1. Administer the planning and management of guest artist logistics; ensure that contracts have been executed by the artistic department
2. Serve as principal liaison to negotiate contracts with presenters and venues.
3. Working with artistic staff and consultants, oversee production of recordings and attendant releases, promotion, distribution, sales, and inventory management.
4. Maintain collegial ties to the League of American Orchestras, ACSO and American Federation; stay on top of regional and national trends.

Contracts/Payroll/Visas:

1. Manage hiring and contract process for orchestra and chorale musicians for season projects.
2. Prepare contracts for contractors and support staff, including but not limited to the Equipment Coordinator, Audio Engineer, Videographer, and Stage Manager.
3. Manage and oversee contract process with venues and presenters.
4. Oversee Artist visa process, NIEs, and any additional documentation necessary for international travel.

Health & Safety Protocols:

1. Lead ongoing health and safety protocol evaluation in collaboration with ED and artistic department.
2. Communicate and work with Players Committee to review protocols and build consensus.
3. Set and communicate COVID-19 policies for all administrative staff.

Departmental Communications & Planning/Scheduling:

1. Develop Master Calendar to coordinate communication and major activities for artistic, marketing, development, and patron communications.
2. Ensure timely production of key marketing and communication materials
3. Work with ED and Mktg Mgr on subscription rollout and development of season brochure
4. Working with the Director of Education, oversee scheduling of educational programming, hiring of musicians, and other logistical needs
5. Work with Director of Patron Services & Operations to ensure database and security compliance

Organizational Operations:

1. Participate in long range strategic planning.
2. Oversight of certain HR functions, including staff onboarding and communicating and updating employee benefits.
3. Work closely with the ED to continuously develop thoughtful and longterm strategies that enhance PBO's efforts to understand and develop ideas, programs and protocols that address diversity, equity and inclusion.
4. Actively participate with ED in local, state and national advocacy for orchestras
5. Maintain relationship with the landlord; responsible for any facilities-related issues, including storage, lease, repairs.

Candidate Profile & Requisite Experience/Requirements

The General Manager will be a seasoned leader with exceptional instincts, knowledge of best practices in the field and a continuous and avid learner. The GM will be a partner to the Executive Director, a problem solver, and will enjoy working with people from a variety of backgrounds. The individual will bring to the organization a high degree of stamina, energy and an overarching commitment to making informed decisions. They will approach difficult situations with sensitivity and grace and will have a passion for learning deeply about the many facets of the organization and the art form. The ideal candidate will bring the following experience and skills:

- 7-10 years of experience in orchestra/opera management, concert production, electronic media, and operations at the regional or national level, in increasingly responsible positions.
- Strong working knowledge of classical music/opera/chamber music production in various performance formats.
- Experience working with professional musicians in a collective bargaining environment and must have leadership experience negotiating both union and non-union agreements. This position plays a lead role in negotiations, together with executive and artistic staff.
- Superior written and verbal communication skills and the ability to interact effectively with different constituencies.
- Ability to prioritize multiple and competing deadlines.
- Proven experience with budgets, financial management/analysis for concert production, community engagement activities, and other organizational business functions.
- Successful experience managing domestic and international tours and run outs is strongly preferred.
- Some experience producing virtual programming.
- Demonstrated track record developing or improving systems to create greater efficiencies and financial models to ensure to maximize revenue and steward resources carefully.
- Must be able to work evenings and weekends for concerts and events.
- Must have a valid driver's license and access to a vehicle.

Applicant Instructions:

Candidates should submit a cover letter and resumé to gmsearch@philharmonia.org. Please contact (415) 252-1288 if you need assistance submitting your materials.

PBO embraces a workforce that reflects the exceptional diversity of the Bay Area and our country. Equal employment opportunities are available to all applicants without regard to race, color, religion, age, sexual orientation, sex, gender identity and expression, national origin, physical and mental disabilities, marital or partner status, pregnancy and military status.

Vaccination requirements: All employees are required to be fully vaccinated and boosted.