



SYMPHONY  
SAN JOSE

JOB DESCRIPTION  
GENERAL MANAGER

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### **The Opportunity:**

Symphony San Jose seeks a dynamic individual to join its leadership team. We are an orchestra comprised of creative, resilient, and enthusiastic people connected by the love of symphonic music. We are proud to call Silicon Valley home and embrace the innovative and diverse culture of our community by reflecting this same spirit in our performances and programs.

### **Position Summary:**

Working closely with the Executive Artistic Director, the General Manager is responsible for the successful execution of Symphony San Jose productions, with primary oversight of back of house and stage operations for all performances, rehearsals, education and community engagement activities, runouts, contract services, and auditions.

### **Responsibilities:**

#### Operational Planning

- Maintain the master production calendar, overseeing the scheduling of rehearsals, performances, education and community engagement activities, runouts, contract services, and auditions
- Coordinate facility rental agreements with venue partners
- Prepare, manage, and monitor artistic and production budgets

#### Production Management

- Lead all production aspects, including clarifying, coordinating, and communicating rehearsal orders, instrumentation, music, equipment, stage set-up, transport, security, and other venue needs
- Place stage crew calls and oversee load-ins/outs
- Manage the storage, maintenance, rental, transport, set-up, placement, and striking of production equipment

#### Artistic Administration

- Prepare, review, and comply with all guest artist contracts and technical riders
- Coordinate guest artist travel, hotel, ground transportation, and hospitality
- Create and distribute guest artist itineraries

#### Orchestra Personnel

- Hire contract, extra, and substitute musicians as required by the repertoire
- Oversee all orchestra services, record attendance, call start/break/end times, and monitor working conditions
- Prepare musician payrolls and administer musician benefits, such as leave, parking, and instrument insurance
- Coordinate all aspects of auditions to fill open positions, oversee musician onboarding, and manage the tenure review calendar
- Produce timely and accurate musician communication, including season schedules, rosters, production sheets, and change notifications; make necessary announcements prior to each service

### Labor Management & Relations

- Collect and maintain employment paperwork and personnel records for orchestra musicians, stage crew, and guest artists
- Assist in negotiating and administering collective bargaining agreements with AFM and IATSE
- Maintain respectful and positive relationships with musicians and stage crew members, address and resolve personnel issues, and if needed, administer disciplinary actions

### Contract Services

- Establish and nurture relationships with collaborative partners that engage the Symphony for services (musicians/stage crew) and/or physical resources (equipment/instruments/space)
- Provide operational support to these partners during their engagements

### Staff Supervision

- Oversee the Artistic Operations Coordinator, ensuring all music library and Chorale management duties are fulfilled

### Miscellaneous

- Support the artistic and production needs of other members of the Symphony Staff
- Work with Finance to process artistic and production accounts payables and receivables
- Other Duties as Assigned or Requested

### **Qualifications:**

- Bachelor's degree with a minimum of four years of experience in symphony orchestra personnel or production management
- Knowledge of symphonic music repertoire and instrumentation
- Highly self-motivated with superb organizational skills, attention to detail, and the ability to plan, prioritize, and handle multiple deadlines
- Impeccable professionalism and excellent interpersonal skills with a strong aptitude for handling and resolving personnel situations
- Proficiency with Microsoft Office products
- Ability to work a flexible schedule, including regular nights and weekends
- Ability to lift, carry, and move up to 50 lbs.
- Must have a valid driver's license, reliable transportation, and the ability to drive a 26' box truck

### **Job Details:**

Reports to: Executive Artistic Director  
Supervises: Artistic Operations Coordinator  
Status: Full-time, exempt  
Salary: \$75,000 - \$95,000  
Benefits: Health insurance (Symphony paid for employee; employee paid for dependents), Paid Time Off, Sick Leave, Parking, and 403b Plan (voluntary employee contribution)  
Location: On-site

### **To apply:**

Please send a cover letter and resume to [jobs@symphonysanjose.org](mailto:jobs@symphonysanjose.org), indicating "General Manager" in the subject line.