

Job Title: Operations Manager

Reports to: Executive Director

Direct Reports: Orchestra Librarian, Personnel Manager, Stage Manager, and Recording Engineer

Job Summary: Berkeley Symphony seeks an exceptionally organized, resourceful, and personable Operations Manager with a passion for classical and new music. The Operations Manager oversees concert production, artistic administration, and office management, while assisting in all aspects of this \$1.3 million performing arts organization. The ideal candidate will be an experienced arts administrator who thrives working independently and collaboratively as part of a small, nimble team.

Responsibilities: The Operations Manager is responsible for the following:

Concert Production:

- Plan and execute Symphonic concerts with Personnel Manager, Stage Manager, and vendors
- Create and manage season production budget, generating forecasts as needed and budgets for outside project proposals
- Work with Personnel Manager, and Librarian in hiring musicians, mailing parts, and collecting music and new hire employment documents
- Attend and arrange hospitality for all rehearsals and concerts; troubleshoot production issues as required
- Create and monitor orchestra work agreements
- Prepare musician payroll with Finance Manager and Personnel Manager
- Arrange and contract for rehearsal and concert venues, including facilitating venues and rentals for Music in the Schools with the Education Director
- Generate concert stage plots and event run sheets, and liaise with concert venue staff and crew
- Arrange and contract instrument rentals as needed
- Hire and supervise orchestra librarian, stage manager, and recording engineer
- Organize and manage auditions

Artistic Administration:

- With the Executive Director, issue and monitor guest artists' contracts, and liaise with their management
- Arrange for travel and local accommodations, and assist guest artists as needed

Office Management:

- Perform H. R. functions, including onboarding, administering benefits, and responding to EDD report requests
- Work with Finance Manager on benefits and compliance issues
- Process mail, including bills and donations received via check
- Coordinate office resources and supplies, including lease/purchase and maintenance of office equipment

Special Projects:

- Serve as recording secretary for Board meetings
- Support Development and Marketing projects as needed, including proofreading public documents and contributing to grant applications, budgets, and reports
- Other duties as assigned

Qualifications, Required Knowledge, Skills and Abilities:

Ideal candidates will demonstrate:

- Three to five years experience in a related position.
- Mastery of project planning, time and resource management, creative problem solving, attention to detail and sound decision-making
- Ability to work collaboratively with individuals of diverse backgrounds at all levels of the organization
- Outstanding verbal and written communications skills
- Experience with orchestra personnel management, database systems, and/or experience with Google Workspace and WordPress a plus
- Must be able to work evenings and weekends as needed
- Must provide own transportation and be able to transport production equipment
- Ability to lift up to 35 lbs. on occasion

FLSA Status: Full time and FLSA exempt.

Compensation: Compensation \$60,000-\$65,000, competitive and commensurate with qualifications and experience. Plus medical, dental and vision benefits.

To Apply: Please submit a cover letter and resume by email in PDF or Word formats to jobs@berkeleysymphony.org with the subject line of Operations Manager. Please, no phone calls or hard copy/physical mail submission. This position is open until filled.

Berkeley Symphony welcomes a diverse slate of candidates including BIPOC, LGBTQ+, gender diverse including those that are non-binary. The candidate will role model the Berkeley Symphony's vision, values, and behaviors. We are an open, inclusive, and welcoming organization for all.

About Berkeley Symphony: Berkeley Symphony's mission is to celebrate our unique and diverse community through music – creating live performances and educational programs to engage the curiosity, spirit, and intellect of our audiences. It is a consistent ASCAP award winner for adventurous programming of contemporary music, which is performed along with the classical repertoire. Berkeley Symphony's programs include main stage concerts; participatory, year-long "Music in the Schools" in Berkeley's public elementary schools; family concerts; chamber concerts; and collaborations with Cal Performances on the University of California, Berkeley campus.

*Please submit any queries by email to jobs@berkeleysymphony.org
Berkeley Symphony is an Equal Opportunity Employer.*

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