



MODESTO SYMPHONY ORCHESTRA ASSOCIATION

JOB TITLE: Operations Manager

REPORTS TO: President & CEO

SUPERVISES: Orchestra Personnel Manager
Music Librarian
Stage and Production Crew

DATE: September 13, 2021

JOB SUMMARY: The Operations Manager is responsible for ensuring that the scheduling and production of all Association events (concerts, rehearsals, special events) run smoothly, effectively, and in a financially responsible manner. The Operations Manager/Director administers the planning, contracting and management of guest artists, production elements, and repertoire, and serves as the principal liaison with artist agencies regarding contracting and within budget parameters. The Operations Manager also functions as a liaison between the orchestra and the rest of the Association and is responsible for carrying out many provisions in the (CBA) master agreement.

JOB DUTIES AND RESPONSIBILITIES:

Concert Production

- Plan, administer and supervise all concert production activities of the MSOA, including facility and equipment rental, load-in and load-out, staging requirements, and other logistical arrangements.
- Coordinate artistic and operational activities with appropriate personnel.
- Supervise orchestra setup for all rehearsals and concerts.
- Supervise and manage all orchestra services in coordination with Music Director, additional artistic staff, guest artists, operations staff and venue.
- Arrange artistic staff and guest artist hospitality.

Scheduling

- Prepare the orchestra's master schedule by working with the President & CEO and Music Director to achieve artistic goals while maximizing services for financial benefit and upholding the requirements of the master agreement (CBA).
- Work with the Music Director and President & CEO in the season planning process; research potential programs, guest artists and logistics as needed.
- Determine schedules and feasibility for special events involving artistic staff and musicians, such as fundraisers, recordings, and outreach programs.
- Book any necessary facilities.

Master Agreement/Contracts

- Serve as a member of management's negotiating team for collective bargaining agreement.
- Research specific issues as requested by the negotiating team; determine financial impact of proposed changes.
- Propose changes to agreements and strategies for achieving and implementing those changes.
- Interpret, implement, and uphold terms of the master agreement and other collective bargaining agreements; research background and precedent where discrepancies in interpretation occur.
- Incorporate new terms of agreements in all scheduling and logistical planning; monitor compliance.

Orchestra & Artistic Personnel

- Serve as liaison with MSOA artistic personnel, Orchestra Players Committee, and MSO Chorus, maintaining a positive working relationship and follow up on all questions in a timely manner.
- Help promote positive relations between the orchestra and the Association.
- Ensure best possible physical working conditions for the orchestra in all situations.

Administrative

- Develop Artistic & Production budgets with President & CEO and manage expenses with the aim of meeting budget goals while maintaining artistic integrity and upholding the master agreement (CBA).
- Hire, train, manage, and evaluate performance of all production staff.
- Manage procurement of supplies, licenses, equipment, and services for operational purposes.
- Maintain inventories of property and supplies.
- Work closely with President & CEO and other designated staff in long-range planning for the Association; prepare budget projections as needed.
- Issue and retain contracts for artistic staff including Personal Service Agreements for all tenured musicians.
- Other duties as assigned.

QUALIFICATIONS:

- Four-year degree in music or related field required; advanced degree or equivalent work experience preferred. At least 4 years working in similar role for a symphony orchestra preferred.
- Excellent organizational skills, attention to detail, written and verbal skills.
- Strong interpersonal skills including tact and diplomacy.
- Ability to be flexible and adaptable, and work in a fast-paced and dynamic environment.
- Ability to work evenings and weekends.
- Ability to stand/walk for long periods of time; some moderate lifting required.
- Creative problem solver with a sense of humor.
- Knowledge of symphonic repertoire, current trends in orchestral music industry and ability to read music necessary.

To apply, please submit a cover letter and resume to jobs@modestosymphony.org
No phone inquiries, please.

The Modesto Symphony Orchestra Association is an equal opportunity employer and is committed to diversity, equity and inclusion.