



## **Operations & Human Resources Director**

The Oakland Symphony is seeking an Operations and Human Resources Director (OHR) to join a dynamic team that prioritizes artistry, education, diversity, equity and access for audiences, staff and musicians.

### **THE ORGANIZATION**

Oakland Symphony strives to enrich the city's cultural life by championing symphonic music performance and music education. It is a leading regional performing art organization that is nationally known for its inclusive programming and connection to the community. We seek an Operations and Human Resources Director who prioritizes a diverse, equitable, and inclusive environment and is passionate about increasing the reach and impact of Oakland Symphony's programming.

### **POSITION SUMMARY**

Through overseeing operations and human resources, the OHR Director is responsible and accountable for all aspects of institutional program operations and human resource needs. Programs include a per-service professional Symphony Orchestra, Youth Orchestra, Symphony Chorus, MUSE Education

The successful candidate will cherish relationship-building, nurture an organizational culture of artistic innovation, balance multiple priorities, and focus on working collaboratively with artists and colleagues across the organization and community.

<b>Reports to:</b>	Executive Director
<b>Direct Reports:</b>	Orchestra Librarian Orchestra Personnel Manager Production/Stage Managers/Tech Staff Youth Orchestra Manager Chorus Manager Chorus Librarian MUSE Manager Young People's Concert Coordinator

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Together with the Executive Director and Finance Director, develop and monitor the \$2.2 Million budget for all administrative operations, programming, production, touring activities, and electronic media;
- Serve as the organization's COVID Compliance Officer and maintain Human Resource related on-boarding, policies, and documents.
- Hire, train, manage, and evaluate performance of all operations staff;

- Serve as part of the senior management team to assist the ED in setting and implementing administrative and artistic policies established by the Board;
- Plan and administer all concert production activities of the orchestra, including facility and equipment rental, staging requirements, and other logistical arrangements;
- Participate in concert duty with the ability to work nights and weekends;
- Work with Senior Artistic Advisor to execute artist contracts;
- Develop and implement an annual master plan with each program manager for orchestra/chorus/YO/education operations, including rehearsal schedules, local and run-out concerts, program themes, special events, and broadcasts;
- Interpret, implement, negotiate, and uphold terms of the master agreement and other collective bargaining agreements;
- Assist in the development, implementation, and monitoring of the orchestra's artistic objectives;
- Work with staff and artistic leadership to ensure that all programs are fulfilling the mission of the Orchestra and serving the needs of the community;
- Coordinate activities of Development, Marketing, Community Engagement and Public Relations departments for special projects involving use of the auditorium, stage crew, and/or orchestra/chorus/student players;
- Work closely with Executive Director and other designated staff in long-range planning for the organization; work with Finance Director to prepare budget projections as needed;
- Perform other duties as assigned by the Executive Director.

## **QUALIFICATIONS**

- Previous experience in human resources and/or operations management preferred.
- Knowledge of music with an emphasis on orchestral music; choral repertoire a plus.
- Superb written, verbal, management, and organizational skills.
- Experience with building and managing budgets.
- Experience working with volunteers.
- Strong social and interpersonal skills.
- Knowledge of Salesforce/Patron Manager/Chorus Connection software is an advantage.
- Must be able to work some evenings and weekends for rehearsals, performances, and events.
- Access to reliable transportation.

## **ATTRIBUTES**

- Exceptional interpersonal and problem-solving skills.
- Flexible, focused, organized, and a hands-on doer.
- Attention to detail, adherence to deadlines and ability to prioritize.
- People person and team player.
- Sense of humor.
- Learner who seeks to improve personally and professionally.

## **SALARY AND BENEFITS**

Full-time annual salary between \$85,000 to \$95,000. Oakland Symphony offers generous vacation/benefits packages. Oakland Symphony is an equal opportunity employer and actively seeks diversity in staffing.

**To Apply:** Please fill out the application form and submit your resume to [jobs@oaklandsymphony.org](mailto:jobs@oaklandsymphony.org).