



## **Operations Manager** for the Santa Maria Philharmonic Society

The Santa Maria Philharmonic Society maintains and strengthens cultural values by preserving the classical music art form. The Society provides musical experiences in the community through the production of exciting live musical performances and through multiple music enrichment opportunities for children in the Santa Maria and surrounding valleys. Our Operations Manager brings these ambitions to life.

**The POSITION:** The Operations Manager manages and produces Santa Maria Philharmonic Society (SMPS) events (concerts, rehearsals, special events) smoothly, effectively, and in a financially responsible manner. The Operation Manager assists with fund-raising programs consistent with the SMPS's needs and goals. The Operation Manager reports to the Executive Director.

**The LOCATION:** Philharmonic performances and rehearsals, including children's concerts, and our other youth outreach programs, are in Santa Maria and environs. Our office is in downtown Santa Maria. Excepting concerts, rehearsals, and other events, this position offers flexible hours and opportunities for work-from-home.

### **Key REQUIREMENTS:**

- Demonstrated ability to work independently with minimal supervision, as well as collaboratively across teams to achieve goals.
- Strong financial administration experience.
- Evidence of superior organizational, analytical and project management skills; consistent and accurate follow-through on projects; and experience managing multiple priorities.

### **Key RESPONSIBILITIES:**

- Plan and administer all concert production activities of the orchestra, including facility and equipment rental, staging requirements, and other logistical arrangements.
- Assist in recruitment and training of volunteers; schedule and direct volunteers to staff concerts.
- Assist the Executive Director and board member in charge of youth education to communicate with public schools in planning of in-school-programs.
- Manage procurement of supplies, licenses, equipment and services for operational purposes. Maintain inventories of property and supplies, making periodic checks for reports to the Executive Director.

**The PARTICULARS:** Compensation for this position is negotiable and commensurate with experience. The successful candidate will sign a contract. Historically, the position has been compensated in the range of \$25 per hour or \$1200 per month for part-time. Some evening and weekend work is required for rehearsals, meetings, concerts, and events.

**To APPLY:** Send your resume and letter of interest by December 10, 2018, to [info@santamariaphilharmonic.org](mailto:info@santamariaphilharmonic.org). If you have any questions, please call the Interim Executive Director, Dr. Lynne Garrett, at 805-868-8320. Interviews are anticipated in December.

**This Position SUPERVISES:** Stage Manager, Event Volunteers

## **JOB DUTIES AND RESPONSIBILITIES (in priority order)**

### **Concert Production**

- Plan and administer all concert production activities of the orchestra, including facility and equipment rental, staging requirements, and other logistical arrangements.
- Coordinate activities with library, personnel, and artistic staff.
- Attend rehearsals and concerts.
- Supervise orchestra setup for rehearsals and concerts and coordinate with Music Director regarding special setup requirements.
- Engage and oversee Stage Manager.
- Arrive backstage early to check all preparations, inform orchestra personnel or stage manager of any last-minute changes, and determine actual starting time of concerts.
- Confirm arrangements with recording engineer for any taping of concerts.
- Arrange for guest artist hospitality.
- Prepare contracts for all guest artists. Arrange for their transportation and lodging.

### **Scheduling**

- Coordinate information and recommend dates for the orchestra's master schedule, working with Executive Director and Music Director to achieve artistic goals while maximizing services for financial benefit.
- Determine feasible schedules for special events such as Rendezvous Series and youth programs.
- Book the necessary facilities.

### **Education**

- Assist the Executive Director and board member in charge of youth education to communicate with public schools in planning of in-school-programs.
- Schedule and direct volunteers to staff education events.

### **Fund-Raising and Development/External Relations**

- Assist the Board and Executive Director in fund raising activities and in identification and cultivation of donors.
- Organize staff and volunteers to carry out all fund-raising campaigns and events; participate in establishing the budget and oversee the execution of each event.
- Assist grant writer in preparation of grant applications, as needed.

### **Administration**

- Manage procurement of supplies, licenses, equipment and services for operational purposes. Maintain inventories of property and supplies, making periodic checks for reports to the Executive Director.
- Work closely with Executive Director and other designated staff in long-range planning.

### **Board of Directors**

- Advise the Board on matters within the OM's scope of responsibilities.
- In the absence of the Executive Director, serve as ex officio member of all Board committees.
- In the absence of the Executive Director, attend all meetings of the Board; prepare and present reports for each Board meeting and for other committee meetings as required.

### **Marketing and Promotion**

- Implement the marketing plan for subscription campaigns and for individual performances.
- Manage the advertising sales for concert programs.

### **Volunteers**

- Assist in recruitment and training of volunteers.
- Schedule and direct volunteer resources effectively to assist SMPS in meeting its goals.
- Assist volunteers as necessary to help ensure the success of their activities.

### **General**

- Keep abreast of activities and developments in the orchestra field; advise the Board of matters that may be helpful to promote the orchestra's objectives.
- Other duties may be assigned.

### **REQUIREMENTS:**

- Bachelor's degree and two years of relevant experience, or equivalent combination of education and experience.
- Strong financial administration experience.
- Evidence of superior organizational, analytical and project management skills; consistent and accurate follow-through on projects; and experience managing multiple priorities. Ability to learn quickly, create and analyze alternative solutions and make recommendations.
- Excellent verbal and written communications skills and ability to handle multiple projects, establish priorities and meet deadlines with impeccable attention to detail.
- Moderate knowledge of basic computer skills such as email and social media communications, and common software applications such as Excel and Word.
- Demonstrated ability to work independently with minimal supervision, as well as collaboratively across teams to achieve goals.
- Must be able to handle sensitive, confidential information with discretion and to interact professionally and comfortably with donors, patrons, musicians, and volunteers.
- PHYSICAL/MENTAL REQUIREMENTS: While performing the duties of this job, the employee is regularly required to stand, walk, sit, bend, use keyboard/mouse; continuously read, comprehend, write, perform calculations, communicate orally, reason and analyze.
- WORKING HOURS will be flexible, occasionally requiring evening and weekend work.

### **DESIRED:**

- Experience in grant writing, fund-raising, and marketing.
- Experience with nonprofit organizations.