



## MODESTO SYMPHONY ORCHESTRA ASSOCIATION

**JOB TITLE:** Operations Manager

**REPORTS TO:** President & CEO

**SUPERVISES:** Orchestra Personnel Manager, Music Librarian, Stage and Production Crew

**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 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 activities with library personnel, music personnel, artistic staff, guest artists and production staff.
- Supervise orchestra setup for all rehearsals and concerts and coordinate with Music Director regarding special setup requirements.
- Attend all orchestra services and arrive backstage early to check all preparations, inform orchestra personnel or stage technicians of any last-minute changes, and determine actual starting time of concerts.
- 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)..
- Determine feasible schedules for special events such as tours, recordings, and outreach programs.
- Book the 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**

- Meet with the Players Committee to share information and discuss issues of concern; respond to orchestra member requests for information on scheduling and working conditions.
- Follow up on all requests 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 and monitor budgets for all production and touring activities.
- Maintain appropriate cost controls 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.
- Serve as part of senior management team to assist the President & CEO in setting and implementing administrative and artistic policies established by the Board.
- Work closely with President & CEO and other designated staff in long-range planning for the Association; prepare budget projections as needed.
- Coordinate with the artistic staff in planning programs.

### **Office Duties:**

- Issue Personal Service Agreements annually in May, for all tenured musicians
- Create Artistic & Production budgets with President & CEO and manage line item expenses throughout each fiscal year, with the aim of meeting budget goals.
- Assist with negotiations of the master agreement (CBA) and issues arising with musicians union.
- Assist Music Director with planning of repertoire for each season.
- Other duties as assigned.

### **QUALIFICATIONS:**

- Four-year degree in music or related field required; advanced degree or equivalent work experience preferred. At least 3 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.

*The Modesto Symphony Orchestra Association is an equal opportunity employer.*