



Orchestra and Operations Manager  
San Luis Obispo Symphony

For over 50 years, the San Luis Obispo Symphony has enhanced the cultural landscape across the county. The orchestra's Classics in the Cohan series is an anchor for the city's state-of-the-art Performing Arts Center. Kids attend No Ties open dress rehearsals free. Special occasion pops concerts augment celebrations for people of all ages far and wide. The San Luis Obispo Symphony's Youth Orchestra, with five ensembles based on skill level, builds the foundation for a lifelong involvement in music. Encounters with classical music and instruments are accessible for everyone with the Symphony's traveling petting zoo. Boosting classroom education, San Luis Obispo Symphony-trained teachers provide after-school beginning string programs for kids where music education is in short supply during the school day. For more about us visit [www.slosymphony.org](http://www.slosymphony.org)

To help provide its orchestra and music director with the very best environment to create great music for its audience, the San Luis Obispo Symphony is seeking an Orchestra and Operations Manager.

Working with the Executive Director and Music Director, the position acts as manager for the orchestra in executing performance agreements for the season and following procedure to create a full roster from the approved list of substitutes. The position works with guest artists, fulfilling and sometimes creating contracts. This position ensures the efficient and effective scheduling and production of many rehearsals, concerts and events for the San Luis Obispo Symphony – from outdoor pops to the Performing Arts Center of San Luis Obispo and sometimes to churches and other small venues throughout the county. The position manages all aspects of production including venue contracts and serving as a liaison for technical staff to convey staging requirements. The position will carry out production technical needs him/herself including transporting and setting up instruments, chairs, music stands, and other equipment. The position oversees music library functions. Additionally the position will assist with Symphony administration as needed.

The position reports to the Executive Director.

Benefit package includes paid vacation days and holidays, as well as sick leave, health benefits and free parking. Relocation expenses to be considered.

This is a full time, hourly position with varying hours and frequent evening and weekend work during the Symphony season.

**Qualifications:**

A Bachelor Degree and/or at least three years relevant experience is required. Valid California Driver's License and clean driving record is required. Candidates must have some classical music background. Must be able to lift 30 pounds.

Successful candidates will have strong organizational, trouble shooting and problem solving abilities. Manage several very different areas of responsibility well. Demonstrate ability to

coordinate and track multiple projects simultaneously. The position will need to interact effectively and diplomatically with the music director, musicians, guest artists. We will look for excellent verbal, written and presentational communication skills, as well as patience and sense of humor. Show the ability to take initiative while also being able to take direction, and be a strong team player.

To apply, please send a letter highlighting your qualifications and your resume to:  
[catherine@slosymphony.com](mailto:catherine@slosymphony.com)

Closing date: August 30, 2019