

Vice President, Artistic Operations and Education

Position Announcement

Posted March 14, 2019

The Opportunity

Located in Los Angeles County, the Long Beach Symphony, under the leadership of Music Director Eckart Preu and President Kelly Lucera, is celebrating its 84th season of providing live orchestral and education performances to the greater Long Beach community. Each year, the Symphony presents six Classical and five POPS! concerts, four Youth and one Family concert at the Long Beach Performing Arts Center for a combined audience of 60,000. Its flagship music education programs serve over 25,000 youth, pre-school age through college age, in classrooms, in the concert hall, and throughout the community. Governed by a 44-member Board of Directors, the Symphony's 2018-19 annual operating budget is approximately \$3.1 million. Fiscally stable and artistically thriving, the Symphony has enjoyed surpluses for the past five years.

The full-time Vice President of Artistic Operations & Education reports directly to the President and is responsible for assisting the Music Director in artistic planning, setting, maintaining and tracking a \$1.8M production expense budget, as well as executing annual artistic operations for all concerts and events in compliance with the musician's Union contract.

The Vice President of Artistic Operations & Education oversees the Manager of Operations & Education, education interns, Music Librarian, Personnel Manager, Stage Manager and the Orchestra. They act as a liaison between artists/artist management, the musician's Union, venue staff, vendors, educational institutions and community partners.

Qualities and Qualifications

The successful candidate will have a minimum five years of experience as a senior staff in concert production and educational programming. The Vice President of Artistic Operations & Education will be proactive, possess superior leadership and strong negotiating skills, be an effective representative of the organization to constituents, be a dynamic, detail oriented communicator with strong written, verbal, and interpersonal skills, and be able to thoughtfully, calmly and skillfully handle multiple concert/event deadlines and changing priorities. The VP of Artistic Operations & Education will be an effective collaborator with internal and external partners to support the programs of the Symphony. Bachelor's Degree or equivalent experience required. Must have some knowledge of classical music and technical aspects of concert/event production. Must be proficient in Microsoft Office software.

Primary Responsibilities

Operations

- ✓ Coordinate with the venue to secure concert dates and licensing agreements. Manage the organization calendar of concert dates with consideration of other arts organizations and large-scale community events.
- ✓ Research concert programming to establish artistic and technical details to create and maintain a production budget for each concert and general season expenses. Evaluate production expenses and seek ways to reduce them without compromising artistic integrity. Provide forecasted updates to the VP of Finance throughout the season.
- ✓ Prepare tenured musician's annual personal service contracts.
- ✓ Oversee operations staff in coordination and execution of production details with musicians, venues and vendors including orchestra personnel and payroll, sheet music and licensing, technical details and equipment.
- ✓ Oversee artist communications and hospitality for the Music Director and guest artist including travel, accommodations, and itineraries.
- ✓ Work with Music Director to establish priority of auditions to fill vacancies. Plan and coordinate audition process.
- ✓ Maintain compliance with the Master Agreement between the Long Beach Symphony Association and the Long Beach Area Musicians' Association, Local 353 AFM.
- ✓ Support the development department in operational aspects of special events.

Education

- ✓ Create and maintain the budget for each program and general season expenses. Evaluate expenses and seek ways to reduce them without compromising impact of program. Provide forecasted updates to the VP of Finance throughout the season.
- ✓ Work with the Music Director and Long Beach Unified School District (LBUSD) Music Curriculum Leader to program fun and engaging education concerts in alignment with California State Visual and Performing Arts learning standards. Create curriculum related teacher resource materials to help prepare students for the concert. Coordinate logistics of side-by-side performance of the Orchestra and the LBUSD All-District High School Honors Orchestra or Choir.
- ✓ Plan and coordinate extra educational activities surrounding the education concerts in alignment with the concert theme in collaboration with community partners and vendors.
- ✓ Work with the LBUSD Music Curriculum Leader and Symphony Elementary Ensemble lead musicians to coordinate presentations to 2nd & 3rd grade students at every Long Beach elementary school.
- ✓ Strategically schedule Instrument Petting Zoo programs at local libraries and community events to inspire youth and create visibility for the organization.
- ✓ Identify volunteer resources and oversee volunteer recruitment through educational institutions including the High School Volunteer program and colleges, as well as Ovation! Volunteer association, the National Charity League and corporate volunteer

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programs. Oversee volunteer communications and appreciation for all educational activities.

- ✓ Create and implement program evaluation tools and continually assess programs for impact and efficiency.
- ✓ Create and present reports to the Board of Directors and Executive Committee.
- ✓ Oversee the Education Committee. Work with the committee chair to ensure committee diversity by engaging stakeholders from each education program. Create a strategic agenda to provoke discussion and activism to foster support and growth of education programs.

Salary and Benefits Salary is commensurate with experience. A generous paid-time-off, health, dental and vision benefit plans are provided. An employer-matched retirement plan is also offered.

How to Apply Qualified applicants are invited to email a cover letter and resume to klucera@longbeachsymphony.org. No mailed or faxed applications, or phone calls, please.
