



Manager of Artistic Operations

POSITION DESCRIPTION

Position Title: Manager of Artistic Operations
Status: Full-Time/Exempt
Reports To: Vice President & General Manager

Position Summary

The Manager of Artistic Operations is a key member of the Jacksonville Symphony's operations team, working with a wide range of internal and external partners to facilitate the smooth and successful execution of all Jacksonville Symphony presentations. Serving as an important liaison with artistic and business partners, the Manager of Artistic Operations oversees the flow of artistic and production information, and efficiently collects, tracks, and effectively communicates artistic operations information to all internal and external constituents.

Responsibilities

Artist Logistics

- ❑ Manage all guest artist logistics, including air and ground transportation, ticket needs, hospitality, catering, and other items identified in artistic contracts and riders; create detailed itineraries and artist welcome packets and communicate guest artist information to other departments.
- ❑ Serve as primary point of contact between guest artists and other departments, facilitating and coordinating all internal requests and needs, including media requests, and guest artist attendance at events and receptions.
- ❑ Maintain Music Director suite; prepare Music Director suite and dressing rooms prior to rehearsals and performances; maintain dressing room and sundry backstage supplies including bottled water and clean towels.
- ❑ Manages Music Director schedule and coordinates appointments with other departments and external parties. Provides administrative assistance to the Music Director as needed.

Business Operations

- ❑ Maintain relationships with hotel, transportation, and hospitality partners.
- ❑ Process invoices and contracts for payment; update actual expenses in department budget.
- ❑ Oversee and maintain OPAS, inputting repertoire, production information, and calendars.
- ❑ Facilitate and track artist contracting process; ensure all contracts are executed in a timely manner.
- ❑ Create and maintain Artistic Operations department files and correspondence.
- ❑ Organize and facilitate Board Programming Committee and Orchestra Committee meetings.
- ❑ Provide administrative assistance to Vice President & General Manager as needed.

Production

- ❑ Serve as an important liaison to external production managers and agents; lead the advance of all Jacksonville Symphony productions and tours, receiving, processing, and circulating information from visiting artists and productions including technical production information, program and artistic information, and orchestra library details.
- ❑ Produce and circulate weekly event/production sheet and other department and company schedules; serve as a liaison with the Times-Union Center for the Performing Arts, ensuring that all Symphony event information is communicated to TUCPA staff.
- ❑ Participate in concert duty rotation and coordinate weekly staffing.
- ❑ Maintain working knowledge of collective bargaining agreements and other contracts and leases.
- ❑ Assist and support orchestra personnel operations as needed.
- ❑ Perform other duties as assigned.

Requirements

- ❑ Minimum 2-3 years of experience working within the artistic operations department of a professional orchestra.
- ❑ Knowledge of orchestral repertoire and artists; and understanding of the needs of professional musicians and other collaborative artists.
- ❑ Positive and enthusiastic team player eager to take direct personal responsibility and accountability for job functions.
- ❑ Ability to work with a wide range of personality types and maintain poise when faced with challenging situations.
- ❑ Experience successfully managing multiple overlapping projects and delivering deadline-driven work in a timely fashion.
- ❑ Evening and weekend work is required.
- ❑ Proficiency in Microsoft Office applications and OPAS.
- ❑ Excellent written and oral communication skills.
- ❑ Physical ability to lift 35 pounds, unassisted.

Compensation

The Jacksonville Symphony offers a competitive salary and a comprehensive benefits package including medical, dental and disability insurance, retirement contribution and flexible paid time off.

About the Jacksonville Symphony

Under the leadership of President and CEO Robert Massey and Music Director Courtney Lewis, the Jacksonville Symphony is among the nation's most innovative orchestras and is a cultural beacon in a vibrant and growing northeast Florida. With an annual operating budget of \$10.5 million, the Symphony performs more than 300 concerts per year to 250,000 people throughout the First Coast. In 2017, the Jacksonville Symphony ratified a five-year collective bargaining agreement, eight months prior to the expiration of the existing agreement. Among many exciting artistic projects and community relationships, the 2018-19 season brings a new partnership with Jacksonville's NFL team, the Jaguars, which includes multiple performances in the Jaguars' newly built 5,500-seat amphitheater. Courtney Lewis continues to bring forward looking artistic leadership to the Jacksonville Symphony, with provocative programming and major artistic initiatives including fully staged opera.

To Apply

Send cover letter, salary requirements, resume and references to spettegrew@jaxsymphony.org. Candidates selected for further consideration will be contacted. No phone calls please.