

Job Title:

## **Manager of Artistic Planning and Operations**

The Manager of Artistic Planning and Operations is an innovative, dynamic, collaborative, and enthusiastic team member whose primary roles are to plan, schedule, and budget the orchestral and chamber music activities of the WSO's seasons within financial and contractual guidelines, while working within the organization's strategic plan and in support of the artistic vision of the Music Director.

Reporting to the Executive Director, and working closely with the Music Director, the Manager of Artistic Planning and Operations will work inter-departmentally to shape the long-term direction of the WSO's artistic, operations and community programming.

A key member of the WSO team, the qualified candidate will:

- Thrive in a collaborative organization;
- Demonstrate a commitment to transparency and openness;
- Exhibit a willingness to learn and improve personal cultural competency;
- Build relationships with artists and musicians creatively and with an entrepreneurial spirit;
- Embody a team-player attitude;
- Interface with a volunteer board of directors and multi-disciplinary staff and artists.

**ESSENTIAL FUNCTIONS:** This position assumes responsibility for the following duties:

### **A. Artistic Planning**

- Work with the Executive Director and Music Director to execute the programming of concerts including all subscription series, community, education, chamber music, run-outs and tours;
- Demonstrate unwavering commitment to Equity, Diversity, Inclusion, and Access;
- With the Executive Director, negotiate and administer contracts of guest artists. Oversee the booking of travel and hotel, managing itineraries and special requests for all guests;
- With the Customer Relations Manager, oversee the management of the Music Director schedule;
- With the Executive Director and the Director of Institutional Advancement, nurture and explore collaborations with other community institutions and artistic partners;

- Explore opportunities for future runouts, free concerts, specials and tours, as well as working with current presenting partners to improve financial viability;
- Prepare and manage the budget, reforecasting, and processes for ensemble activities;
- Contribute to season and strategic planning processes;
- Represent WSO as needed and participate in initiatives and events related to the orchestra's mission

## **B. Operations and Production Planning**

- With the Executive Director and Music Director, plan the Orchestra's master schedule for the orchestra's season to achieve artistic goals while maximizing services for financial benefit and upholding the requirements of the master agreement;
- Serve as Production Manager in the planning of all concert production activities of the orchestra, including facility and equipment rental, staging requirements, audio and/ or video recording of concerts and other logistical arrangements;
- Oversee coordination of orchestra activities with library, personnel, operations and artistic staff;
- Work with Executive Director on all media projects and seek short- and long-term opportunities. Be up-to-date on all current media agreements including an understanding of media and streaming rights as pertaining to artistic projects.
- Work with the Executive Director and Director of Institutional Advancement to plan the collection of, and occasionally being the collector of audio, photo and video assets used in representing the orchestra's storytelling

## **C. Administration**

- Work closely with key personnel to coordinate fundraising, production, marketing, finance, and other managerial and administrative undertakings as needed;
- Support related development for donor cultivation and grant writer activities with documents, schedules, budgets, success stories;
- Participate in concert duty with the ability to work nights and weekends;
- Perform other duties as assigned.

## **QUALIFICATIONS:**

- Bachelor's Degree or equivalent experience;
- Previous experience as an artistic administrator and/or operations manager preferred;
- Exceptional interpersonal and communication skills and ability to work with people of a wide variety of ages, abilities, cultural background and musical knowledge;
- Supervisory ability, to both lead and follow in a team setting;
- Ability to prepare and manage budgets;
- Ability to work productively under pressure and maintain a sense of humor and to prioritize and manage multiple short- and long-term projects simultaneously;
- An energetic, diplomatic and professional demeanor, strong attention to detail and proven ability to problem solve;
- Computer proficiency including MS Office (especially Word, Excel and PowerPoint) and CRM systems;
- Standing, walking, bending and ability to lift up to 35 pounds is needed;
- Valid driver's license and vehicle;
- Available to work nights and weekends;
- Positive, entrepreneurial spirit and hands-on, detail-oriented mentality;
- Strong interpersonal and writing skills;
- Ability to work interdepartmentally to leverage diverse talents of staff, board, artists and volunteers to meet contributed income goals;
- Open-minded, willingness to learn, and a deep commitment to Equity, Diversity, Inclusion and Access.

## **COMPENSATION:**

Salary starts at \$35,000 annually for this full-time exempt position. An excellent benefits package for fulltime employees includes health insurance; employer contributed pension, vacation, sick, and personal days.