



JOB DESCRIPTION

JOB TITLE: Vice President of Artistic Programming

DEPARTMENT: Artistic Programming

REPORTS TO: Chief Executive Officer

POSITION SUMMARY:

The Vice President of Artistic Programming is a member of the Indianapolis Symphony Orchestra executive team, reporting to the Chief Executive Officer. This position is responsible for managing all aspects of artistic planning and programming. Working closely with the Music Director, Principal Pops Conductor, and CEO, this position provides unified oversight to all orchestra programming at the ISO including classical, pops, education, and community engagement programs.

The Vice President of Artistic Programming is a key collaborator in the ongoing development of the ISO's artistic profile, and is responsible for initiating, developing and maintaining ISO's relationships with major conductors, instrumental soloists, singers and composers. This position has a critical role in assuring artistic quality and excellent orchestra relations.

Additional responsibilities include booking guest artists, booking fee concerts, budgeting, and expense management.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

- Works directly with Music Director and Principal Pops Conductor to plan programs and projects and helps to realize their artistic vision for the institution.
- Manages the overall artistic development process. Develops programs and assists other parties responsible for program content and approval including Music Director, Principal Pops Conductor, CEO, guest conductors, and Vice President of Operations. Effectively manages the planning process to meet deadlines and programming guidelines. Proposes, researches and communicates repertoire and format for concerts to conductors and soloists as

necessary. Monitors and evaluates all programs for quality and achievement of goals.

- Collaborates with Music Director, Principal Pops Conductor, and CEO on developing the annual plan for orchestra service utilization.
- Oversees the ISO Pops Department and works closely with the Principal Pops Conductor and Senior Director of Pops Programming and Presentations to meet the needs of the Pops Series, Film Series, and Yuletide Celebration.
- Oversees Orchestra Personnel and Orchestra Operations working closely with the Director of Orchestra Operations and Orchestra Personnel Manager. This includes stagehands and librarians.
- Responsible for all Learning Community programs, including the Metropolitan Youth Orchestra, by providing counsel and direction to the Director of the Learning Community and Director, MYO. Also provides overall direction to the Director of the Learning Community on other education and community engagement programs.
- Partners with the Director of Marketing and Communications to understand audience development opportunities and alternative concert formats.
- Partners with the Vice President of Development to understand donor and sponsor opportunities and present programming that will help to secure funding and sponsorships.
- Works closely with the Vice President of Operations on concerts at Symphony on the Prairie involving the ISO musicians and provides consultation on the overall Symphony on the Prairie season.
- Negotiates and issues contracts for guest artists, assuring timely and cost effective completion of program development. Develops guest artist itineraries and communicates information to all parties involved. Serves as primary contact person for all guest artists, ensuring that the ISO's artist hospitality meets the highest standards of care and attention.
- Works effectively with all other departments by communicating information concerning artists, repertoire and schedule in a timely and accurate manner. Acts as facilitator for the communication of concerns and needs of these departments with those involved with the program development process.
- Plans and controls budget effectively in order to meet financial goals for all areas of responsibility. In program planning, control concert expenses while maintaining institution's artistic standards.

- Serves as staff liaison to the Artistic Advisory Committee of the Orchestra.
- Supervises the ISO Resident Conductor and provides opportunities for their development.
- Issues and manages all composer commission contracts as needed.
- Keeps abreast of and in contact with existing and emerging conductors, guest soloists and composers.
- Fulfills other duties as assigned.

MINIMUM REQUIREMENTS:

The ideal candidate will have previous experience working for an orchestra in an artistic leadership role with extensive knowledge of orchestral, opera and chamber repertoires. An advanced degree in music performance or music history desirable. Familiarity with and success at managing relationships with conductors, instrumental and vocal artists, composers and their publishers is essential, along with experience in negotiating performance fees and contracts. Must be creative with outstanding communication, financial/budgeting and organizational skills. Seeking a confident individual who exudes a passion for orchestral music. A basic understanding of Word, Excel, and Powerpoint is preferred.

INTERPERSONAL CONTACTS:

INTERNAL: Works closely with Music Director, Principal Pops Conductor, CEO, Resident Conductor, Vice President of Operations, Orchestra Personnel Manager, Director of Orchestra Operations, Director of Learning Community, and musicians. Primary source of information concerning programming for entire organization.

EXTERNAL: Works closely with artist agents, guest artists, guest conductors, ISO Board members, and donors.

CONTENT OF CONFIDENTIAL INFORMATION:

Artist fees, salaries, and future season plans.

SPAN OF SUPERVISION:

Direct reports: Members of the Artistic team including Pops, Orchestra Personnel, and Learning Community.

OUR MISSION

To inspire, entertain, educate and challenge through innovative programs and symphonic music performed at the highest artistic level.

OUR VALUES

At the Indianapolis Symphony Orchestra, we are one team committed to achieving our mission through:

- Outstanding **performance** on and off the stage.
- Extraordinary **service** to both internal and external customers.
- A compassionate workplace built on **trust** and **mutual respect**.
- A culture of **flexibility** and **openness to change**.

The Indianapolis Symphony Orchestra is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration without regard to race, color, religion, gender, national origin, age, disability, sexual orientation, veteran status or any other status protected by law.

**Applications for this position should be sent to
jobs@indianapolissymphony.org.**