



JOB DESCRIPTION

JOB TITLE: Director of Orchestra Operations

DEPARTMENT: Artistic Programming

REPORTS TO: Vice President of Artistic Programming

POSITION SUMMARY:

The Director of Orchestra Operations is a key member of the Artistic Programming Team at the ISO and is responsible for orchestra activities, including planning, supervising, and administering operational functions. This position works closely with the Vice President of Artistic Programming in the development, implementation, and monitoring of artistic objectives to ensure the highest levels of excellence in all areas of operations.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

- Manage the annual master calendar for orchestra operations, including the Classical Series, Pops Series, Film Series, Symphony on the Prairie, Lunchtime Concert Series, Happy Hour Series, Metropolitan Youth Orchestra concerts, Discovery Concerts, specials, and runout concerts to efficiently maximize the use of services.
- Works closely with the Vice President of Operations on the planning and execution of concerts and events.
- Oversees all aspects of back of house concert production including operations staffing, stagecrew staffing, stage configurations, wardrobe, and technical elements.
- Works closely with the Director of Marketing and Communications on marketing and promotion plans and audience development that aligns with the season calendar.

- Provides insight to the musician and stagehand collective bargaining agreement and ensures management compliance with the same.
- Maintains positive relations with the Orchestra Committee and all musicians to achieve favorable settlement, implementation, and maintenance of union and individual contract agreements as well as musician performance management with the Music Director and Principal Pops Conductor.
- Works with the VP of Human Resources on orchestra grievances and all other personnel related issues with the musicians to achieve a positive outcome.
- Collaborates with the Orchestra Personnel team on the hiring of extra musicians for each concert as needed.
- Oversees music licensing and the work of the music library including a staff made up of a Principal Librarian, Assistant Principal Librarian, and Assistant Librarian.
- Prepares and submits operating budgets and forecasts. Monitors expenditures against approved budget.
- Responsible for supervising the audition process to maintain musician count at the contractual number and plan for one-year appointments as needed.
- Develops and maintains effective and positive communication with the CEO and the Board of Directors.
- Works closely with the CFO negotiating all fee concerts.
- Coordinates the acquisition, disposition, and maintenance of musical instruments and concert production/stage equipment.
- Oversees and manages electronic media and streaming operations whenever electronic media is utilized.
- Fulfills other duties as assigned.

MINIMUM REQUIREMENTS:

B.A. or B.S. degree required; advanced degrees in Music, Arts Administration or Business preferred. Minimum five years' experience in orchestra operations management or other relevant experience. Excellent written, oral and interpersonal communication skills. General knowledge of classical music is preferred. Proficient user of Microsoft Office products including Word, Excel, PowerPoint, and Outlook.

PHYSICAL REQUIREMENTS:

This position requires the ability to sit for long periods of time to conduct daily business operations. Position also requires the hearing and visual acuity to converse with internal and external constituents in person and over the phone, and via electronic communication with or without reasonable accommodation.

INTERPERSONAL CONTACTS:

INTERNAL: CEO, Music Director, conductors, staff, musicians, stagehands, and wardrobe.

EXTERNAL: Board members, community members, volunteers, vendors, and guest artists.

CONTENT OF CONFIDENTIAL INFORMATION:

Information regarding internal and external events and people, community and corporate institutions, internal personnel salaries, and corporate financial information.

SPAN OF SUPERVISION:

Direct reports: Orchestra Personnel Manager, Stagecrew.

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**.
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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.**