



## **JOB DESCRIPTION**

**JOB TITLE:** Manager of Classical Programming

**DEPARTMENT:** Classical Artistic Department

**REPORTS TO:** Vice President of Artistic Programming

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### **POSITION SUMMARY:**

The Manager of Classical Programming will assist the VP of Artistic Programming in the overall planning of the classical season, and together as a team, will coordinate efforts to maintain artistic excellence, and to present seasons that are both rewarding for the musicians and gratifying for our patrons and community.

In addition, this position manages and serves as the main point of contact for the ISO's Happy Hour Series, Sphinx Partnership Series, classical performances of our Summer Series at Kroger Symphony on the Prairie, any classical specials, and various educational concerts throughout the season. This position coordinates the operational and logistical elements of all guest artist/conductor itineraries during their stay.

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### **REPRESENTATIVE DUTIES AND RESPONSIBILITIES:**

- Contribute to the classical artistic planning process and introduce new programming ideas, with thorough knowledge of classical artists, repertoire and industry trends.
- Collaborate with the Resident Conductor, VP of Artistic Programming and the Learning Community to program and manage educational, Kroger Symphony on the Prairie classical concerts, ISO Virtual Series and Words on Music Series throughout the season.
- Partner with the Happy Hour Series Creative Director, visiting artists and managers to program and manage the ISO's Happy Hour Series and any other special concerts or festivals as needed.
- Prepare, monitor and process all guest artist/conductor contracts, tax forms and payments, and maintain up-to-date expense and budget spreadsheets for accurate tracking of expenditures.

- Assist in the preparation of the annual department budget.
- Manage visiting artist visas, assure on-time and successful delivery of proper documents to artist or artist's agent for visa acquisition.
- Work closely with VP of Artistic Programming, Director of Orchestra Operations, and Venue Operations Coordinator to ensure the most accurate information for concerts is conveyed to all relevant parties.
- Coordinate and disseminate travel (includes reserving hotel, air and ground transportation), rehearsal and concert information to Music Director, guest artists/conductors/agents, including the generation of "welcome packets" for all guest artists.
- Provide local ground transportation for guest artists to partnering venues and other locations using the ISO company vehicle, when needed.
- Set up dressing rooms with necessary hospitality items as required by the ISO or guest artist contract/rider requirements for all rehearsals and performances; make hospitality item purchases as necessary with ISO credit card.
- Coordinate piano/vocal rehearsals: secure rehearsal pianist and coordinate room setup with Facilities department for piano/vocal rehearsals with artists and conductor.
- Perform Concert Duty at performances (including pre and post-concert activities when needed).
- Other duties as assigned by the Artistic Department.

#### **MINIMUM REQUIREMENTS:**

Bachelor's degree required, in music performance or equivalent, with ability to demonstrate in depth knowledge of classical symphonic, operatic and chamber repertoire and current performing artists. Previous experience working with a major US orchestra is preferred. Acute attention to detail, ability to multi-task and to be pro-active, and solid organizational and communicative skills are a must. Candidate must have the ability to deal with a variety of personalities and to work under pressure with flexibility and a calm, positive decorum. Must exhibit professionalism in appearance and behavior at all times as a representative of the ISO. Ability to work flexible hours, particularly weekends and evenings. Candidate must have demonstrated skills in verbal and written communication, and proficiency in Microsoft Word, Excel, PowerPoint, with proficiency in OPAS a plus. Must be responsive to company e-mail, personal texts and voice mails within a reasonable amount of time.

#### **INTERPERSONAL CONTACTS:**

**INTERNAL:** Works closely with VP of Artistic Programming, Director of Orchestra Operations, Venue Operations Coordinator, Resident Conductor, Learning Community, Personnel Managers, Stage Crew, Music Library, Artistic, Operations, Marketing, Finance and Development Departments.

**EXTERNAL:** Works closely with all Guest Artists, Guest Artist Agencies and Agents, Hotels, Ground Transportation Companies, Caterers, et al.

### **CONTENT OF CONFIDENTIAL INFORMATION:**

Guest Artist Contracts, Fees, Personal Information (Social Security Numbers, Credit Card information, personal e-mails, cell phone numbers, et al.)

### **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](mailto:jobs@indianapolissymphony.org)**