



OPERATIONS MANAGER

REPORTS TO: President & CEO
Music Director

SUPERVISES: Orchestra Personnel Manager
Music Librarian
Stage and Production Crew

DATE: April 22, 2024

JOB SUMMARY: The Operations Manager is responsible for the planning and production of all MSOA concerts and events. This position works closely with the President & CEO and Music Director to ensure the successful planning and implementation of all MSOA programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Concert Production

- Plan, coordinate, administer and supervise all concert production activities of the MSOA, including facility and equipment rental, load-in and load-out, orchestra set-up, staging requirements, and other logistical arrangements.
- Supervise all orchestra services in coordination with Music Director, additional artistic staff, guest artists, operations staff and venue.
- Arrange artistic staff and guest artist hospitality.

Scheduling

- Prepare the orchestra's master schedule by working with the President & CEO and Music Director to achieve artistic goals while maximizing services for financial benefit and upholding the requirements of the master agreement (CBA).
- Work with the Music Director and President & CEO in the season planning process; research potential programs, guest artists and logistics as needed.
- Determine schedules and feasibility for special events involving artistic staff and musicians, such as fundraisers, recordings, and outreach programs.
- Secure any necessary facilities.

Master Agreement/Contracts

- Interpret, implement, and uphold terms of the master agreement and other collective bargaining agreements on behalf of the MSOA; research background and precedent where discrepancies in interpretation occur.
- Serve as a member of management's negotiating team for collective bargaining agreement.
- Research specific issues as requested by the negotiating team; determine financial impact of proposed changes.
- Propose changes to agreements and strategies for achieving and implementing those changes.
- Interpret, implement, and uphold terms of the master agreement and other collective bargaining agreements; research background and precedent where discrepancies in interpretation occur.
- Incorporate new terms of agreements in all scheduling and logistical planning; monitor compliance.

Orchestra & Artistic Personnel

- Serve as liaison with MSOA artistic personnel, Orchestra Players Committee, and MSO Chorus, maintaining a positive working relationship and follow up on all questions in a timely manner.
- Help promote positive relations between the orchestra and the MSOA.
- Ensure working conditions for the orchestra are conducive to achieving artistic excellence in all situations.
- Serve as liaison with orchestra musicians, maintain musician personnel records and supervise Orchestra Personnel Manager.
- Supervise the Music Librarian in the ordering, preparation, and distribution of music; and maintenance of the MSOA Music Library.

Administrative

- Works with the Music Director and CEO to develop Artistic & Production budget.
- Develop and maintain season planning documents including performance calendar, rehearsal schedules, contracts, musician memos, artist itineraries, and vendor contracts.
- Manage operation and artistic expenses with the aim of meeting budget goals while maintaining artistic integrity and upholding the master agreement (CBA).
- Issue and retain contracts for artistic staff including Personal Service Agreements for all tenured musicians.
- Hire, train, manage, and evaluate performance of all production staff.
- Manage procurement of supplies, licenses, equipment, and services for operational purposes.
- Maintain inventories of property and supplies.
- Work with MSOA staff to identify additional opportunities for the MSOA to serve the needs of the community.
- Work with MSOA staff in long-range planning for the MSOA and prepare budget projections as needed.
- Other duties as assigned.

QUALIFICATIONS:

- Bachelor's degree in music or related field required.
- Experience with a professional symphony orchestra, in a similar role preferred.
- Must have knowledge of orchestral repertoire and the ability to read music.
- Must have excellent organizational and time management skills, high attention to detail, be self-motivated with written and verbal skills.
- Strong interpersonal skills including tact and diplomacy.
- Excellent computer skills and comfort with spreadsheets, word processing, mail merge, and cloud based solutions.
- Must be a team player, be flexible and adaptable, work in a fast-paced and dynamic environment.
- Ability to work evenings and weekends.
- Ability to stand/walk for long periods of time; some moderate lifting is required.
- Must have ability to remain calm in stressful situations with a pleasant and professional work demeanor.
- Creative problem solver with a sense of humor.
- Must possess a valid driver's license and have access to reliable transportation with appropriate insurance coverage.

KEY COMPETENCIES

- Organizational and planning skills
- Communication skills
- Information gathering and monitoring skills
- Problem analysis and problem solving skills
- Judgment and decision-making ability
- Initiative
- Confidentiality
- Team member
- Attention to detail and accuracy
- Adaptability
- Strong interpersonal skills

COMPENSATION:

The MSOA offers a competitive compensation package inclusive of benefits - medical, dental, vision, 403b, holidays and vacation time plus complimentary tickets. Salary is commensurate with education and experience between \$54,000 and \$68,000.

TO APPLY: Please send cover letter and resume to jobs@modestosymphony.org. *No phone calls please.*

ORGANIZATIONAL PROFILE

The MSOA is celebrating its 93rd Season of enriching lives through music and strives to present music of the highest artistic quality, to foster lifelong music appreciation and to bring music education to the community.

Each season, the MSO performs five classics concerts and three pops concerts at the Gallo Center for the Arts and produces two community favorites outside the concert hall, Picnic at the Pops at the E. & J. Gallo Winery and the Holiday Candlelight Concert at St. Stanislaus Catholic Church. The MSOA also serves the region with music education programs which include education concerts, a youth orchestra program and a 100+ member volunteer chorus. The MSOA has an annual operating budget of \$2.5 million. MSOA is governed by a 30 person Board of Directors and has 6 full-time and 4 part-time office staff. Located in the central valley of California, Modesto is 90 miles east of San Francisco and 60 miles west of the Sierra Nevada foothills.

The Modesto Symphony Orchestra Association is an equal opportunity employer and is committed to diversity, equity and inclusion in the workplace. All qualified applicants are encouraged to apply.