



**Job Title:** DIRECTOR OF ARTISTIC OPERATIONS

**Organization:** GREATER AKRON MUSICAL ASSOCIATION, INC.

**Job Type:** FULL-TIME, PAID

Duties and Responsibilities: Greater Akron Musical Association/Akron Symphony Orchestra's (ASO) Director of Artistic Operations is responsible for artistic administration, union labor management (monitoring and compliance with Collective Bargaining Agreement), orchestra management and payroll administration, budgeting and supervision of the artistic operations and education staff, and community engagement activities for the ASO and other GAMA activities including: Akron Youth Symphony (AYS), Akron Symphony Chorus, Gospel Meets Symphony, Akron Youth Philharmonic (AYP), and other performance-related activities. This position reports to the Executive Director with a dotted line responsibility to the Music Director.

#### **Duties**

- Oversees orchestra operations.
- Ensures positive relationships with orchestra personnel.
- Helps achieve the artistic goals of the strategic plan
- In conjunction with the Executive Director, prepares and monitors budgets for artistic, production, and educational programs for ASO, AYS, Chorus, Gospel, AYP and other performance-related activities.
- Collaborates with the Music Director, Executive Director, Associate Conductor, Chorus Director, and Gospel Meets Symphony Choirmaster to select guest artists, guest conductors, and programming.
- Negotiates and establishes performance contracts for guest artists and conductors.
- Provides the highest quality support and management for visiting artists.
- Oversees the rental and purchase of music (with Orchestra Librarian)
- Schedules and contracts performance venues for all performance-related activities.
- Establishes and maintains a production calendar.
- Ensures compliance with the AFM Master Agreement.
- Ensures compliance with the IATSE agreement.
- Develops and communicates all production information to appropriate area (stage hands, venues, etc.)
- Oversees transportation and handling of instruments, chairs, music stands and other performance-related equipment for ASO activities.
- Coordinates maintenance of instruments, piano tuning, instrument rentals, etc., for all performance-related activities.
- Contracts for rental of production equipment.
- Assures compliance with technical riders and other contractual obligations.

- Supervises Education and Community Engagement staff, Operations Coordinator, Orchestra Librarian and Orchestra Personnel Manager.
- Actively seeks opportunities for outreach and educational opportunities.

### **Profile**

The ideal candidate will:

- Possess a bachelor's degree in an arts or arts-management related field.
- Possess a working knowledge of the National Labor Relations Act and collective bargaining agreements.
- Have 5+ years of experience in orchestral operations and/or arts education.
- Possess the highest level of interpersonal skills, both oral and written.
- Possess the highest level of professionalism and attention to detail.
- Possess knowledge and passion for the business of the arts, including budget management, working with artists and adherence to deadlines.
- Possess an in-depth knowledge of orchestral repertoire.
- Be skilled in dealing with the public.
- Have experience in and passion for outreach and educational programming.
- Be proficient in Excel, Word and database tools.

Salary commensurate with experience.

To apply, please send cover letter, resume, and references via email to Paul Jarrett, Executive Director, [pjarrett@akronsymphony.org](mailto:pjarrett@akronsymphony.org).

The posting will remain active until the position has been filled. The Akron Symphony Orchestra is an Equal Opportunity Employer.