



## Operations Director

### Organization Profile

The Oakland Symphony ([www.oaklandsymphony.org](http://www.oaklandsymphony.org)) brings together orchestral music and choral music as well as youth education and community interaction to strengthen the Oakland/East Bay community by providing quality live performances, education for lifetime enrichment and the perpetuation of the performing arts.

Under the artistic leadership of Michael Morgan since 1990, **Oakland Symphony** is celebrated as one of the most distinctive regional orchestras in the country. Originally founded in 1933, the Oakland Symphony serves a diverse population through its unique convergence of artistic excellence, community service, and education programs. The organization, currently comprised of 70 orchestra musicians, offers a wide range of presentations from traditional classical and contemporary music, popular music, choral concerts, children's concerts, and family programs in order to reach a broader audience. With a total organization budget of \$3 Million, the 2019-2020 Symphony season features six subscription concerts, one holiday concert at the historic Paramount Theater in Uptown Oakland, as well as a free community concert celebrating Independence Day at Craneway in the city of Richmond.

**Oakland Symphony Chorus ("OSC")** of over 100 amateur singers is launching its 61<sup>th</sup> season serving the community through vocal training and performance opportunities. Lead by Chorus Director Lynne Morrow, OSC is a dues-based choir that performs regularly with the Orchestra, Youth Orchestra, and in a stand-alone spring concert with keyboard accompaniment. The chorus holds educational workshops twice per year and welcomes singers from around the Bay Area for their six-week Summer Sing-In series from July to August. OSC tours internationally every 3 years with the next tour anticipated for Summer, 2021.

**Oakland Symphony Youth Orchestra ("OSYO")**, founded in 1963, is an audition-based pre-conservatory ensemble, drawing membership from over 30 cities and over 60 schools, and is a local leader in the diversity of its membership. Lead by Youth Orchestra Director Omid Zoufonoun, OSYO presents their own performances and participates in side-by-side performances with the professional orchestra. OSYO performs 3 concerts in November, February, and May each year and tours internationally every 3 years. OSYO recently returned from a tour of China in July, 2019. To create equitable opportunities, OSYO includes the **Bridge** program as an opportunity for MUSE students to receive private lessons through scholarships with the goal of advancing into the Oakland Symphony Youth Orchestra.

Music education is an integral part of the Oakland Symphony. The Symphony's **Music for Excellence ("MUSE")** Program is a multi-component music education and enrichment initiative that serves young people at public schools and community sites throughout Oakland. By providing these programs free to participants, the Symphony ensures that each year, thousands

of young people have access to a variety of music education and enrichment activities, regardless of their economic situation. This program pairs professional musician mentors with Oakland Unified School District music teachers at 22 schools, provides an after-school intermediate level ensemble called MUSE Orchestra and a more advanced level string ensemble called MUSE VIVO.

The Oakland Symphony aspires to be a leader in Oakland's continuing transformation – an inclusive and celebratory institution championing the expansion and recognition of Oakland's unique cultural presence through symphonic music performance and education. It seeks a Director of Operations who prioritizes a diverse, equitable, and inclusive environment and is passionate about the accessibility of the Symphony's programming.

### **Job Profile**

The Operations Director (OD) reports to the Executive Director (ED) and is responsible and accountable for all aspects of the organization's operations. The OD develops, implements, and monitors performance against the organization's mission and budget. The OD works closely with the ED and Music Director (MD) developing and implementing programs that support the organization's artistic vision. The OD handles all aspects of artistic planning, including engagement of guest artists, managing rehearsals and performances, new commissions, and electronic media. The OD manages relationships with the orchestra, chorus, youth orchestra, and education program partners, venues, and vendors. The OD ensures compliance with the terms and conditions of negotiated agreements and also manages collective bargaining negotiations with musicians. The OD maintains the organization's master calendar and ensures that programming and scheduling is communicated throughout the organization as needed in an accurate and timely manner.

This is a senior management position.

Reports to:  
Executive Director

Supervises:  
Associate Operations Director/ Box Office Manager  
Production/Stage Managers/Tech Staff  
Orchestra Personnel Manager  
Music Librarian

Primary Responsibilities:

- Serve as part of the senior management team to assist the ED in setting and implementing administrative and artistic policies established by the Board;
- Work closely with Executive Director, Music Director, Finance Director, and designated staff in long-range planning, budgeting, and implementing plans, while monitoring of the organization's artistic objectives;
- Develop and monitor \$2.2 million budget, master plan, and schedule of programs, concert presentations, special events, run-outs, touring, and electronic media;
- Plan and administer activities including hiring guest artists, contracting event staff, booking venues, renting instruments and equipment;

- Interpret, implement, and uphold terms of master agreements and collective bargaining agreements;
- Facilitate activities for Development, Marketing, Public Relations, Education, and Community Engagement involving use of the venues, orchestra, chorus, youth orchestra musicians, guest artists, stage crew, etc.;
- Hire, train, manage, and evaluate performance of all operations staff;
- Participate in concert duty with the ability to work nights and weekends;
- Perform other duties as assigned by the Executive Director.

**Qualifications:**

*A successful candidate must possess:*

- The qualities of a strategic thinker, meticulous planner, and hands-on doer;
- Proactive with high level of professionalism, consistency, and, autonomy;
- Solutions focused, with superior verbal and written communication skills; equates numbers to outcomes;
- Knowledge of music: orchestral/choral repertoire;
- The confidence to lead and the humility to follow;
- Availability to work on weekends for rehearsals, performances, and other activities;
- Access to reliable transportation.

*Preferential consideration is given to the candidate who holds:*

- Previous experience as an operations director.

**Compensation:**

This is a full-time, exempt position with hours typically Monday – Friday with some night and weekend requirements. Annual salary between \$70,000 to \$85,000.

Please respond with cover letter, resume, and list of three references to [jobs@oaklandsymphony.org](mailto:jobs@oaklandsymphony.org). No Phone calls please. Job is open until filled.