



Oakland Symphony Operations and Artistic Planning Manager

The Oakland Symphony is seeking an Operations and Artistic Planning Manager to join a dynamic team that prioritizes artistry, education, diversity, equity and access for audiences, staff and musicians.

THE ORGANIZATION

Oakland Symphony strives to enrich the city's cultural life by championing symphonic music performance and music education. It is a leading regional performing art organization that is nationally known for its inclusive programming and connection to the community. We seek an Operations and Artistic Planning who prioritizes a diverse, equitable, and inclusive environment and is passionate about increasing the reach and impact of Oakland Symphony's programming.

POSITION SUMMARY

Through overseeing aspects of operations, productions, and personnel, the OAP Manager assists the Operations & Finance Director with the implementation of the orchestra's mission.

The successful candidate will cherish relationship-building, nurture an organizational culture of artistic innovation, balance multiple priorities, and focus on working collaboratively with artists and colleagues across the organization and community.

Reports to: Operations and Finance Director

Direct Reports: MUSE Lead Teaching Artist Mentors
Young People's Concert Coordinator
Chorus Librarian
Symphony Librarian
Orchestra Personnel Manager

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Work with Music Director and artistic team to plan and contract seasons and concert repertoire for Symphony, Chorus, Youth Orchestra, MUSE and Young People's Concerts within deadline and budget;

- Works with Operations and Finance Director to develop artistic plans with focus on production, marketing, and other appropriate areas;
- Work with Operations and Finance Director to coordinate budgeting, planning, and managing the Symphony Chorus, Youth Orchestra, in-school and after-school Teaching Artist MUSE mentoring, Bridge program, Young People’s Concerts, and Community Educational Engagement opportunities, as well as Youth Orchestra and Chorus tours and retreats;
- Work closely with key personnel to coordinate fundraising, production, marketing, finance, and other managerial and administrative undertakings as needed;
- Participate in concert duty with the ability to work nights and weekends;
- Perform other duties as assigned by the Operations & Finance Director.
- Track organizational education fact sheet;
- Support education related development for donor cultivation and grant writer activities with documents, schedules, budgets, success stories;
- Oversee and lead direct reports

QUALIFICATIONS

- Previous experience as an artistic administrator and/or operations manager preferred.
- Knowledge of music with an emphasis on orchestral music; choral repertoire a plus.
- Superb written, verbal, management, and organizational skills.
- Experience with managing budgets.
- Experience working with volunteers.
- Strong social and interpersonal skills.
- Knowledge of Salesforce/Patron Manager/Chorus Connection software is an advantage.
- Must be able to work some evenings and weekends for rehearsals, performances, and events.
- Access to reliable transportation.

ATTRIBUTES

- Exceptional interpersonal and problem-solving skills.
- Flexible, focused, organized, and a hands-on doer.
- Attention to detail, adherence to deadlines and ability to prioritize.
- People person and team player.
- Sense of humor.
- Learner who seeks to improve personally and professionally.

SALARY AND BENEFITS

Full-time annual salary between \$50,000 to \$60,000. Oakland Symphony offers generous vacation/benefits packages. Oakland Symphony is an equal opportunity employer and actively seeks diversity in staffing.

To Apply: Please fill out the [application form](#) and submit your resume to Katherine White, Operations and Finance Director, at jobs@oaklandsymphony.org.