



Operations Director

The Oakland Symphony is seeking an Operations Director 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 with a \$3.5M budget that is nationally known for its inclusive programming and connection to the community. We seek an Operations Director who prioritizes a diverse, equitable, and inclusive environment and is passionate about increasing the reach and impact of Oakland Symphony's programming.

POSITION SUMMARY

The Operations Director is responsible and accountable for the organization's master calendar as well as all aspects of concert production, orchestra management, and artistic administration.

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:	Executive Director
Direct Reports:	Orchestra Librarian Orchestra Personnel Manager Production/Stage Managers/Tech Staff Chorus Manager Chorus Librarian Young People's Concert Coordinator

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Together with the Executive Director and Finance Director, develop and monitor the \$2 Million budget for programming, production, touring activities, recordings, and electronic media;
- Hire, train, manage, and evaluate performance of all direct reports;
- Serve as part of the senior management team to assist the ED in setting and implementing administrative and artistic policies established by the Board;
- Support the Music Director Search process as needed;
- Plan and administer all concert production activities of the orchestra, including facility and equipment rental, staging requirements, and other logistical arrangements;
- Participate in concert duty with the ability to work nights and weekends;

- Oversee COVID Compliance working to maintain and implement safety policies as negotiated with the players' committee.
- Work with Senior Artistic Advisor to execute artist contracts and serve as the artist liaison;
- Develop and implement an annual master calendar, including rehearsal schedules, local and run-out concerts, program themes, special events, and broadcasts;
- Together with the Executive Director, interpret, implement, negotiate, and uphold terms of the master agreement and other collective bargaining agreements;
- Assist in the development, implementation, and monitoring of the orchestra's artistic objectives;
- Work with staff and artistic leadership to ensure that all programs are fulfilling the mission of the Orchestra and serving the needs of the community;
- Coordinate activities of Development, Marketing, Community Engagement and Public Relations departments for special projects involving use of the auditorium, stage crew, and/or orchestra/chorus/student players;
- Work closely with Executive Director and other designated staff in long-range planning for the organization; work with Finance Director to prepare budget projections as needed;
- Perform other duties as assigned by the Executive Director.

QUALIFICATIONS

- Previous experience in production and operations management preferred.
- Knowledge of music; orchestral music and choral repertoire a plus.
- Superb written, verbal, management, and organizational skills.
- Experience with building and 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 \$85,000 to \$100,000, commensurate with qualifications and experience. Oakland Symphony offers generous vacation/benefits packages including medical, dental, vision, and disability. 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 jobs@oaklandsymphony.org.