



## **SENIOR MANAGER OF POPULAR PROGRAMMING**

Colorado Symphony Association (CSA) | Job Description

Title: Senior Manager of Popular Programming

Department: Artistic Programming

Reports To: Chief Artistic Officer

FLSA Classification: Full Time, Exempt

Supervisory responsibilities: Yes

### **Position Profile**

As one of two Senior Managers collaborating with the Music Director, Chief Artistic Officer, and Artistic Committee, this role is primarily responsible for the planning, production, and delivery of the Colorado Symphony's popular programming with excellence. The successful candidate will fully embrace the Symphony's core values and contribute enthusiasm, pride, and a spirit of innovation to help expand its reach and relevance. The role demands a deep understanding of popular music genres, exceptional organizational skills, and a strong commitment to excellence in performance.

### **Essential Duties and Responsibilities**

- For all responsible programs the Senior Manager directs and ensures the Colorado Symphony's teams, including Operations, Library, and Stagehands and external partners, are resourced to support the orchestra and ensure excellence in all aspects of our performances.
- Works collaboratively the Senior Manager of Classical Programming to direct the Artistic Committee's milestones in planning. This role fosters collaboration with the nine musician trustees on the committee and is a critical role for continued successful collaboration.
- Lead the curation, planning, and execution of the Colorado Symphony's concerts at Red Rocks Amphitheatre, ensuring world-class programming and experiences.
- Build, nurture, and manage relationships as the primary liaison and point person between the Colorado Symphony and Arts and Venues Denver with all performance venues, promotional partners, vendors, and other operational stakeholders for the delivery of productions.
- Serve as the key point of contact and liaison between the Artistic and Marketing departments to align programming with audience engagement strategies.
- Oversee and direct the development of production methodologies for all performances, including sound and lighting design, ensuring the highest artistic quality and safety standards for musicians.
- Direct the Colorado Symphony's electronic media strategy, serving as the primary liaison with the American Federation of Musicians and ensuring compliance with all media-related agreements.
- Manage the archival recording process, ensuring the timely delivery of recordings for internal musician use and external broadcast on available platforms.
- Develop and monitor the Artistic Department's operating budgets in collaboration with the Chief Financial Officer, adhering to financial guidelines and ensuring fiscal responsibility.
- Demonstrate a genuine curiosity and enthusiasm for curating all genres of music, ensuring diversity and innovation in programming.
- Oversee the roles and responsibilities of staff conductors, ensuring alignment with organizational objectives.

- Serve as the senior representative on duty during assigned performances or events, providing leadership and ensuring smooth operations.

## **Qualifications and Capabilities**

### **Required:**

- Bachelor's degree in music, arts administration, event management, or a related field, or equivalent professional experience in live performance or arts programming.
- At least 5 years of experience in concert programming, event production, or arts administration, preferably in a symphony, orchestra, or live entertainment environment.
- Comprehensive knowledge of a broad range of music genres, with a strong emphasis on popular music and orchestral programming.
- Proven ability to manage large-scale events and productions, including venue coordination, technical requirements, and team collaboration.
- Exceptional organizational, time management, and multitasking skills, with a track record of meeting tight deadlines.
- Strong interpersonal and communication skills, with the ability to build relationships across diverse stakeholders, including musicians, venues, vendors, and sponsors.
- Experience in managing budgets and financial planning for programming or production.
- Familiarity with union contracts, particularly the American Federation of Musicians (AFM) and related electronic media agreements.
- A commitment to safety and excellence in all aspects of live performance delivery.

### **Preferred:**

- Advanced degree in music, arts management, or a related field.
- Experience working in or managing concerts at iconic venues, such as amphitheaters or outdoor spaces.
- Knowledge of emerging trends in music programming, including the integration of new media and technology into live performance.
- Familiarity with marketing strategies for diverse audiences, especially for popular music programming.
- Proficiency in arts management or production software, such as Tessitura, OPAS, or production management platforms.
- Experience working with choruses, guest artists, and conductors in a professional music setting.

## **Physical Capabilities**

- Must be able to go up and down stairs, and handle the physical demands commensurate with an active administrative position, including lifting up to 35 lbs. of equipment and walking between venues.

## **Compensation and Benefits**

- Salary range **\$68,000 – \$78,000** commensurate with qualifications and experience.

- The CSA offers a competitive salary and provides excellent benefits to all full-time employees including:
  - Health insurance – three options to choose from (PPO Base, High Deductible (both 100% employer paid for employee only), or Buy-Up); all at low cost to the employee;
  - Dental, Vision, Voluntary Life/Accidental/Critical Illness, and Identity Theft Insurance;
  - Short-Term and Long-Term Disability Insurance, 100% Employer paid;
  - Paid Family and Medical Leave Insurance, 50% Employer paid;
  - Health Savings Account and Flexible Spending Accounts, including Medical and Dependent Care, Employee Assistance Program, and Personal Loan Program;
  - Paid time off - vacation, sick leave, seven National holidays, and five floating holidays;
  - A 403(b) plan;
  - Discounted tickets to CSA concerts;
  - Working from home flexibility

### **Work environment**

- The work will take place in a traditional office environment, with the ability to work remotely two days per week. There will be frequent nights, weekends, and holiday work required.

### **How to Apply**

Submit a cover letter and resume to [jobs@coloradosymphony.org](mailto:jobs@coloradosymphony.org). Please put **JOB TITLE** in the subject line of your e-mail. No phone calls please.

*The Colorado Symphony Association is an Equal Opportunity Employer.*