



Sarasota Orchestra Job Description

Job Title: Vice President of Artistic Planning
Department: Artistic Operations
Reports To: Senior Vice President of Artistic Operations
Classification: Full-time, Salary/Exempt
Supervises: Artistic Administration Manager and Librarians
Location: Sarasota, FL

General Overview:

Reporting to the Senior Vice President (VP) of Artistic Operations, the VP of Artistic Planning will work in partnership with the music director, CEO and the artistic leadership and management team in planning activities for upcoming seasons and executing artistic plans for the Sarasota Orchestra and Sarasota Music Festival. Working in a collaborative, team environment, the VP of Artistic Planning will play a central role in advancing artistic excellence across the organization's performance missions: professional orchestra, Sarasota Music Festival and education programs. The VP of Artistic Planning shall support our organizational values by nurturing an inclusive, respectful and positive working relationship with all employees.

Responsibilities:

Artistic Programming

- In partnership with the music director, CEO, conducting staff and management team, manage repertoire and programming for Masterworks, Pops, Great Escapes, Discoveries, chamber music, Sarasota Music Festival, and other programs
- Compile artistic plans and coordinate preparation with librarians
- Actively participate and collaborate in the process for season calendar planning
- Identify guest conductors, artists, Pops programs and other ideas that will advance the artistic profile of Sarasota Orchestra

Contract Management

- Work with agencies and artists' managers to engage guests and negotiate contracts within agreed upon budgetary guidelines; supervise the Artistic Administration Manager to ensure that contracts are executed
- Facilitate guest artist participation in donor-related activities and, when required, ensure these engagements are part of contractual agreements
- Oversee the Artistic Administration Manager in the gathering and dissemination of information for artist schedules, rehearsal orders, logistical information and fulfillment of artists' riders
- Manage foreign visa application process in conjunction with HR and Personnel
- Primary artistic contact for Sarasota Opera, Sarasota Ballet and other contracted orchestra and chamber music engagements

- Prepare Orchestra contracted service agreements with other organizations such as Opera and Ballet
- Supervise communication between conductors, guests artists and Librarians

Administration

- Develop proposals, annual budgets and manage approved budgets for artistic department including guest conductors, guest artists, Pops programs, artistic travel, library rentals and purchases
- Ensure compliance with all CBA requirements within the umbrella of artistic planning and administration
- As required, participate in music director searches and searches for staff conductors
- Communicate artistic plans to Marketing and Development departments, review printed and online content and provide artistic support for Development events
- Lead and oversee accuracy of internal program information for staff
- Participate in weekly Artistic Operations team meetings
- Perform other relevant duties and additional projects as assigned. Duties and responsibilities described herein are not a comprehensive list, and additional job tasks may be assigned from time to time as necessitated by the Artistic department and business needs

Qualifications:

- Bachelor's degree in Music
- Minimum 5 to 7 years relevant staff work experience in orchestral organizations required
- Thorough knowledge of orchestral repertoire
- Proficiency in computer software including Office and OPAS
- Ability to multi-task with attention to detail
- Ability to work well in a team environment
- Self-motivated, detail oriented and deadline driven
- Ability to work nights and weekends during season

Physical Requirements:

While performing the duties of this job, the employee is regularly required to talk, hear, sit, bend, and use hands to finger, handle or feel. Repetitive motion is required while using a computer. The worker is required to have visual acuity to perform an activity such as preparing and analyzing data and figures and viewing a computer terminal. This position requires the ability to occasionally lift and/or move up to 20 pounds.

Working Conditions:

The job operates in a professional environment including performance hall and office settings. The environment is generally moderate in temperature and noise level.

If you are interested in this opportunity with Sarasota Orchestra, please e-mail a cover letter and resume to HR@sarasotaorchestra.org or call 941-487-2704 with any questions you may have. Thank you!

We are an Equal Opportunity Employer.