



JOB DESCRIPTION

Director of Artistic Operations

Department: Artistic Operations
Reports to: Vice President of Orchestra Operations & Artistic Planning
Supervises: Operations Manager, Stage & Technical Manager, Artistic Administrator
FLSA Status: Full time, exempt

ABOUT US

The Florida Orchestra exists to INSPIRE-EDUCATE-UNITE and build community through the power of music. Celebrating our 57th season in 2024-25, The Florida Orchestra is the largest professional orchestra in the state and the only arts organization that bridges the bay. TFO employs 70 full-time professional musicians and conductors, under the leadership of internationally acclaimed Music Director Michael Francis. Excellence is behind our musicians, the music and all we do. Each season, TFO offers more than 100 high quality music experiences and education and outreach programs. Concert series include classical, popular, and morning concerts in three major performing arts venues in Tampa, St. Petersburg and Clearwater, as well as in theaters and other non-traditional venues throughout Tampa Bay, and free Pops in the Park community concerts. Beyond the concert halls, TFO programs bring the transformative power of music to schools, youth and senior centers, to underserved areas, and to those who would not otherwise have access to such opportunities. We put instruments in the hands of children, offer inspiration and joy to all ages and stages, comfort to those who most need it, and bring our community together. The Florida Orchestra has an annual operating budget of about \$16 million.

POSITION SUMMARY

The Florida Orchestra is hiring a Director of Artistic Operations to lead the planning, execution, and oversight of concert production, artistic logistics, and departmental operations. This senior leadership position works closely with the Vice President of Orchestra Operations and Artistic Planning to ensure seamless coordination across musicians, conductors, guest artists, staff, and venues. The Director will manage performance logistics, supervise production and stage management teams, support union negotiations, and maintain key systems such as ArtsVision. The ideal candidate is a proactive and collaborative leader with deep knowledge of orchestral operations, budgeting, and labor relations, and is comfortable working in a fast-paced, performance-driven environment.

PRIMARY FUNCTIONS

Concert Production

- Determine concert production needs for all TFO performances through coordination with conductors, guest artists, producers, TFO staff, and venue personnel, and by reviewing contracts, riders, and technical documents.
- Communicate logistics to all stakeholders, ensuring clarity in responsibilities and alignment with TFO standards.

- Ensure concert production meets TFO quality standards and budget parameters.
- In collaboration with the Vice President of Orchestra Operations and Artistic Planning:
 - o Serve as senior staff on duty at TFO services, providing guidance, leading operations staff, and addressing on-site issues.
 - o Assist with scouting and securing alternate venues.
- Manage archival recordings of TFO performances.
- Serve as a backup to other Artistic Operations staff as needed.

Day-to-Day Operations

- Act as "Chief-of-Staff" for the Artistic Operations department, ensuring departmental alignment with leadership vision and standards.
- Foster positive relationships between musicians, staff, and venue personnel.
- Schedule and lead weekly departmental meetings.
- Co-manage the ArtsVision database as system administrator: data entry, verification, training, optimization, and report generation.
- Provide guidance on work rules and policies, drawing on a deep understanding of TFO's Collective Bargaining Agreement, Integrated Media Agreement, and union practices.
- Serve on the negotiating team for TFO's Collective Bargaining Agreement, contributing research and policy development.

Finance

- Review and approve Artistic Operations invoices and orchestra payroll.
- Manage team mileage reimbursements.
- Assist with budgeting, directly overseeing operations and concert production line items.

Oversight of Stage Management and Operations Teams

- In collaboration with the Stage & Technical Manager:
 - o Maintain inventory of TFO instruments and equipment, including purchases and insurance.
 - o Oversee TFO storage facility operations, repairs, and communication with the landlord.
- In collaboration with the Operations Manager:
 - o Oversee generation and distribution of concert documents.
 - o Coordinate vendor contracting.
 - o Plan and execute tours and runouts.
 - o Secure venue reservations for non-Mainstage performances (e.g., Soundwaves, Education, and Community Engagement).
- In collaboration with the Artistic Administrator:
 - o Ensure fully executed contracts are in place for all guest artists.
 - o Assist with guest artist transportation and hospitality logistics.

Other duties as assigned

REQUIRED QUALIFICATIONS AND CAPABILITIES

- Bachelor's degree required
- Minimum 3 years of professional experience in orchestra operations including:
 - o Working with Collective Bargaining Agreements and unionized environments
 - o Budgeting and financial accountability
 - o Familiarity with orchestra equipment and vendor relationships
 - o Knowledge of orchestral repertoire, instrumentation, and operations best practices for a variety of types of productions including classical, popular, film with orchestra, youth/family/community
- Strong organizational and leadership skills including:
 - o Supervisory experience managing direct reports
 - o High attention to detail and ability to uphold organizational standards
 - o Being team-oriented with the ability to both delegate and receive direction
- Excellent verbal and written communication skills
- Proficiency in Microsoft Office Suite (Outlook, Word, Excel, Teams)
- Willingness to learn new software systems
- Ability to work evenings and weekends as required
- Personal transportation and access to a mobile phone
- Ability to lift and carry up to 25 lbs
- Calm demeanor, critical thinker, and a sense of humor

PREFERRED QUALIFICATIONS AND CAPABILITIES

- Advanced degree in performing arts, arts administration, or related field
- Experience with AFM, IATSE, and AGMA union environments
- 5+ years of experience in orchestra operations in a variety of venue types
- Experience with arts management software (ArtsVision preferred)

WORKING CONDITIONS AND COMPENSATION

This is a full-time exempt position with an expected salary of \$80,000-\$85,000 and benefits including health, dental, and vision insurance, two weeks paid time off and 20 paid holidays annually, 3% 403b retirement account matching contribution, relocation stipend, partial payment of downtown parking permit in St. Petersburg, and personal vehicle mileage reimbursement.

The position operates in both professional and performing arts environments, travels throughout the Tampa Bay area, and is subject to both indoor and outdoor environmental conditions. The Director is expected at most orchestra services includes evening and weekend hours. Accessibility outside of standard business hours and orchestra service times for time sensitive situations is also required.

APPLICATION

Interested candidates should send a resume and cover letter addressing their qualifications and interest in this position to jobs@floridaorchestra.org by Sunday, July 27.