



MANAGER OF ARTISTIC OPERATIONS

Colorado Symphony Association (CSA) | Job Description

Title: Manager of Artistic Operations
Department: Artistic Programming
Reports To: Director of Stage Production
FLSA Classification: Full Time, Exempt
Supervisory Responsibilities: yes

Position Profile

Oversees all operational activities pertaining to rehearsals and concerts including stage setups, backstage operations, and front-of-house details, and maintaining the master calendar both internally and externally. Works closely with all artistic staff, Denver Arts and Venues, Front of House usher and security staff, and is responsible for ensuring Artistic production operates within approved budgets.

Essential Duties and Responsibilities

a. Master Calendar (Execute details in season program)

- Builds, manages, and maintains the season schedule in Sharepoint and all formats including print and electronic versions;
- Works closely with Orchestra Personnel Manager on schedule changes and communicates effectively with all internal staff and Denver Arts & Venues;
- Ensures that the calendar reconciles with the data maintained by all third party venues including Denver Arts and Venues.

b. Facilities

- Oversees space procurement and reservations at Boettcher Concert Hall, 1245 Champa, 4th Floor Studio, and other venues the CSA performs;
- Ensures all terms of contract for space rental are adhered;
- Works closely with Denver Arts and Venues to coordinate the use of Boettcher Concert Hall by outside vendors and any applicable labor or scheduling concerns;
- Assists in any tour and/ or run-out logistical details as assigned.

c. Production Stage Manager Support

- Acts as primary back-up for Production Stage Manager, as needed;

- Works directly with the Production Stage Manager to advance concerts and all aspects of production including backline needs, screens and projectors, etc.;

- Ensures production-related expenses are managed within approved budgets.

d. Front-of-House Management

- Creates, maintains, and distributes weekly concert event sheets to convey all FOH logistics to all internal staff, ushers, security personnel, and City staffs;

- Acts as primary liaison between the Symphony and FOH staff and effectively communicates and problem-solves and issues;

- Handles all aspects of merchandise sales, including negotiating terms and merchandise contracts, arranging sellers, communicating logistics to city and usher staff, and end-of-night settlement;

- Manages relationship with Colorado Symphony Guild Gift Shop as it pertains to Colorado Symphony CD releases, including restock inventory, coordinate payment schedule, and introduce new Colorado Symphony releases.

e. Electronic Media

- Supports electronic media projects as needed; may serve as primary liaison with all involved parties as related to contract fulfillment, scheduling, distribution, etc.;

- Assists with electronic media files that are shared with outside media partners, specifically Colorado Public Radio;

- Works closely with Symphony Audio staff to obtain final recordings, obtains all necessary approvals, and liaises with partner contacts with whom files are shared.

f. Administrative Responsibilities

- Available nights and weekends, as needed, to work rehearsals and/or concerts;

- Attends concerts of the orchestra regularly;

- Utilizes SharePoint to communicate and maintain information within and across departments;

- Performs other duties as assigned by Chief Artistic Officer.

Qualifications

a. Education

- Bachelor's degree preferred

b. Experience

- 2-years relevant experience in stage production and operations preferred

c. Knowledge, Skills & Abilities

- Excellent persuasive communication skills, both verbal and written.

- Strong diplomacy skills.

- Exceptional interpersonal skills, both in person and by phone, with staff members with guest artists, management, patrons, and musicians.
- Consistent professionalism at the highest level.
- Excellent attention to detail and the ability to manage multiple projects.
- High degree of flexibility in response to daily shifting priorities.
- Knowledge of the Colorado Symphony's season programs and offerings.
- Ability to create and improve operational efficiency.
- Ability to work nights and weekends, as needed.
- Excellent organizational skills
- Background in classical music is preferred

Supervisory responsibilities

Stagehands when assigned.

Physical demands & work requirements

- Must be able to lift and move equipment as required for stage setup.
- Frequent evening and weekend hours and holidays required to accommodate performance schedules.
- Must have a valid driver's license and access to reliable transportation for off-site events.
- Ability to remain on feet for extended periods and handle the physical demands of an active stage management role

Other duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Compensation and Benefits

- Salary range **\$55,000-60,000** 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;
- Work from home up to two days a week flexibility

How to Apply

Submit a cover letter and resume to 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.