



JOB OPENING: Manager of Artistic Operations, Billings Symphony

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Interested in a fast-paced exciting position in the music arts? The Billings Symphony is seeking a full-time Manager of Artistic Operations. The successful candidate will be responsible for the smooth execution of Billings Symphony concerts and events including the supervision of all symphony technical personnel and Orchestra Personnel Manager. Attention to detail is a must, plus a high degree of reliability, capacity to multi-task, and ability to work with little supervision, meet strict deadlines, and function well under pressure are of utmost importance for this position.

This rewarding position requires a minimum of a Bachelor's Degree in Music, Arts Administration, or equivalent, along with 1–3 years' experience in orchestra operations including technical requirements for concert production and budget management. The Manager of Artistic Operations will also need knowledge of symphonic music, proficiency in Microsoft Word, Excel, and PowerPoint, strong organizational skills with meticulous attention to detail, and excellent communication skills--both verbal and written.

This is a full-time position expected to work a minimum of 40 hours per week. Office hours of the symphony are 9 AM–5 PM, Monday–Friday, however full-time employees are expected to work the minimum 40 hours to ensure work is completed on time. Some evening and weekend work is required.

This is an excellent position for those seeking a full-time career in Arts Administration. Previous Artistic Operations Managers are now holding leadership positions with the Fort Worth Symphony Orchestra, Cincinnati Orchestra, Detroit Symphony, and Philadelphia Orchestra, among others.

ABOUT THE BILLINGS SYMPHONY

Founded in 1951, the Billings Symphony serves the Billings, Montana metropolitan area (population of 150,000+) and surrounding communities in eastern Montana and northern Wyoming. With recent record-breaking ticket sales, a series of balanced budgets, a healthy endowment, a program of 30 events per year in 13 different venues, and the renovation of the 1400-seat Alberta Bair Theatre, the Billings Symphony is entering one of the most exciting periods in its history. The Billings Symphony is composed of the Billings Symphony Orchestra, Billings Symphony Chorale, and the Billings Symphony Youth Orchestra. The Billings Symphony features an eight-concert Classic Series, the Sukin Series (small ensemble and soloists), and a free Family Series that includes its annual tradition of Symphony in the Park.



Each year the Billings Symphony helps introduce thousands of people in the region to music through its free Explore Music!, education and community engagement program. The Billings Symphony Chorale is a robust chorus comprised of local college students and community members. The Chorale is directed by Dr. Steven Hart, professor of choral music at Rocky Mountain College and performs with the Billings Symphony during regular season concerts as well as offering an all-chorale concert each year. The Billings Youth Orchestra (BYO) recently joined the Billings Symphony as and is open to all young musicians from pre-k to high school. Its four directors are musicians with the Billings Symphony.

Billings is a regional hub for health care, retail outlets, financial services, a state university and private colleges, and cultural organizations serving a trade area of over half a million people. Due to its good schools, affordable housing, and proximity to such destinations as Yellowstone Park, the Beartooth Mountains and numerous trout and kayaking streams, in top 100 metropolitan areas in the U.S. in Wall Street Journal's Emerging Housing Market Index. Billings' thriving downtown scene features an accredited regional art museum, an internationally acclaimed library, a new minor league baseball park, a newly renovated performing arts theater, art cinema theater, restaurants, craft breweries, bike paths and parks.

The Billings Symphony is committed to creating a diverse, inclusive, and empowering workplace. We believe that having staff, interns, and volunteers with diverse backgrounds enables Billings Symphony to better meet our mission and serve music-loving communities around the world. We recognize that opportunities in radio and other creative industries have historically excluded and continue to disproportionately exclude Black and Indigenous people, people of color, people from working class backgrounds, people with disabilities, and LGBTQ+ people. We strongly encourage individuals with these identities to apply.

SALARY & BENEFITS

The Billings Symphony offers a competitive salary and comprehensive benefits which include health/dental insurance and an employee savings plan.

APPLICATION INSTRUCTIONS

Qualified candidates should submit a resume and cover letter to careers@billingsymphony.org. No phone calls, please.