JOB DESCRIPTION

Position: DIRECTOR OF ARTISTIC OPERATIONS
Reports to: Music Director and Executive Director
FLSA Status: Exempt/FULL-TIME POSITION
Salary/Benefits: $47,500 per year, plus a generous and competitive benefit package.
Benefits: Health, vision, dental, and basic life insurance, 403b plan, Paid time off (PTO)—vacation, sick leave, paid holidays—as well as paid time off to compensate for required evening/weekend work. Complimentary concert tickets.
Direct Reports: Stage Manager, Librarian & Artistic Administrator

Position Summary:
The Director of Artistic Operations is an integral member of the Billings Symphony artistic staff, contributing to the creation of exceptional symphonic music presentations and patron experiences. This position works directly with the Music Director, Billings Symphony administrative staff, musicians, guest artists, venue personnel, and third-party vendors. This position will oversee the on-site Billings Symphony production crew and be the liaison and primary contractor for venues, guest artists, and third-party production crews for all Billings Symphony concerts, events, and other productions.

General Responsibilities:
- Responsible for the day-to-day operations and administration of the Orchestra Personnel Office, including communication with other Billings Symphony departments regarding Orchestra issues and maintaining ongoing supportive and informative relationships with the Orchestra members, conductors, and Billings Symphony staff.
- In cooperation with the Music Director, ensure smooth operation of all orchestra activities involving Symphony musicians in compliance with the Master Agreement, including communicating and coordinating as needed with Production team, Librarian, and other administrative staff.
- Assist Music Director and Executive Director in creation of annual production budget and other projects and activities as needed.

Artistic Administration:
- Coordinate with Billings Symphony staff on outreach, education activities and other types of collaborations.
- Generate contracts for outside engagements with instructions from the Executive Director.
- Advise the Executive Director and Music Director regarding the interpretation of and adherence to all contracts consistent with general professional orchestra practice, Billings Symphony policy, the Master Agreement, and individual musicians’ contracts.
- Advise the Music Director and Executive Director regarding schedules and conditions for home services, tours, and run outs.
- Oversee the master schedule and check that it remains consistent with provisions of the Master Agreement and individual musicians’ contracts.
• Oversee and assist Artistic Administrator’s work on guest artist contracts, riders, and needs.
• Other duties as assigned.

**Personnel/Hiring/Master Agreement:**
• In accordance with the Master Agreement, issue individual musician contracts, calculating salary and tenure increases each year; track special provisions; distribute and collect contracts by appropriate deadlines; manage tenure review process; maintain personnel records and provide appropriate information to the Music Director.
• In cooperation with other department staff, secure musician needs for education and community programs, and development fundraisers, and hire musicians in alignment with the Master Agreement.
• Participate in Master Agreement negotiations and selected planning meetings as part of the Billings Symphony management team. Coordinate musician homestays; align musicians and hosts.
• Distribute information regarding rehearsal orders, service locations, instrumentation, and dress code; prepare musician rosters and hire needed substitute and extra musicians; communicate information to music library and stage crew.
• Document and oversee musician disciplinary issues and conflicts and enforce any necessary corrective behavior or plans of action in accordance with the Master Agreement.
• Oversee execution of audition process, including reviewing audition applications, assemble audition committees, prepare national advertisements, compile audition requirements, and coordinate candidate registration.
• Research, identify and recruit musicians for auditions and the substitute list, while adhering to the Master Agreement.
• Coordinate Orchestra travel for run-out and tour services, including transportation, room assignments, itineraries, and organization of per diem payments.

**Operations:**
• Secure venues for all Billings Symphony ensemble services.
• Serve as on-site liaison to venues at rehearsals and performances.
• Evaluate and secure necessary crew for services and set changes for all venues.
• Coordinate with production staff, including audio, video, and recording needs.
• Create and distribute technical schedules, run order, stage plot. Ensure that rider requirements are fulfilled within the budgeted amount.
• Coordinate use of extra equipment such as sound reinforcement, video projector, gobos, colored specials, piano tunings, lavaliere mics, props or rigging requirements.
• Coordinate and monitor venue safety and environmental functions with the on-site staff in all venues. Report all venue problems and resolutions to the appropriate venue personnel, and Billings Symphony Executive Director.
• In association with the event producer, manage off-site situations which may arise during a service related to the instruments, stage set-up, venue, or guest artists.
• Maintain Billings Symphony equipment and instruments.

**Required Qualifications:**
• Must have a thorough knowledge of classical music and understanding of symphony orchestra structure, instrumentation, and practices.
• Excellent communication skills both written and verbal; be able to work as a team player and manage direct reports effectively.
• Be able to lift 50 pounds, handle heavy and fragile musical equipment, and move/stack chairs and music stands when needed.
• Must be proficient in or willing and able to quickly learn various computer applications, such as Microsoft Office Suite with emphasis on Excel.
• Must be able to workdays, evenings, and weekends as required.
• Must have the ability to successfully multi-task, monitoring several ongoing projects and deadlines at any given time and the ability to be flexible and problem-solve quickly.

About the Billings Symphony
The Billings Symphony is the only professional symphony within a 140-mile radius. Now in its 73rd season, the Billings Symphony has set the standard for outstanding symphonic concerts and outreach for more than seven decades. The Symphony serves a regional population of 250,000 and a local population of 150,000. The annual performance season includes three concert series: The seven-concert Classic Series is held in the historic Alberta Bair Theater. Our Sukin Series is a six-concert series held at smaller and more intimate venues throughout downtown Billings. The Free Family Series features the two BSYO concerts, our family concert, and the annual Symphony in the Park concert. In addition, the Billings Symphony season includes two Chorale concerts, three Nutcracker performances, two free concerts for underserved students, and a variety of community engagement activities as a part of a normal Billings Symphony season. Throughout the last 15 years, the Billings Symphony has reached more than 35,000 children, adults, and seniors in Billings and surrounding rural communities annually through regular performances and community engagement.

Diversity, Equity & Inclusion
The Billings Symphony is committed to building and fostering diversity, equity, and inclusion. We believe that access to music is a human right, and we carry that belief forward within the communities where we live and work. We live our mission through inviting environments that are accessible to all and by representing our diverse community on our stages and in our programming, audiences, and activities.

The Billings Symphony is proud to be an equal opportunity employer. We encourage applications from diverse candidates, and we are committed to the creation of an inclusive work and performance environment for all employees. We will not discriminate and will take affirmative action measures to ensure against discrimination on the basis of race, color, gender, gender expression/identity, national origin, age, religion, creed, disability, veteran’s status, or sexual orientation.

Qualified candidates should submit a resume and cover letter to mario@billingssymphony.org.