

ROCHESTER PHILHARMONIC ORCHESTRA
Position Description

POSITION: Director of Artistic Planning and Operations
DEPARTMENT: Artistic Operations
CLASSIFICATION: Salaried / Exempt
REPORTS TO: Senior Vice President and General Manager
SUPERVISES: Concert Production Manager, Artistic Operations Coordinator

POSITION SUMMARY:

The primary role of the Director of Artistic Planning and Operations is to plan, schedule, and budget the orchestral and chamber music activities of the RPO's seasons within financial and contractual guidelines, while working within the organization's strategic plan and in support of the artistic vision of the Music Director, Principal Pops Conductor, and Resident Conductor. She/he/they also serve as a liaison between RPO's management and its gifted musicians, and supervises members of Artistic Operations staff to ensure that all activities are at the highest possible professional level. As a member of the Senior Management Team, the Director of Artistic and Operations Planning works closely with the Senior Vice President and General Manager and planning teams in shaping the long-term direction of the RPO's artistic, operations and community programming. This position comes at a time of great opportunity and positive movement forward as the RPO announces its new Music Director and heads into its Centennial Season.

SPECIFIC DUTIES:

Artistic Programming and Administration

- Work with Music Director, Principal Pops Conductor, Resident Conductor and guests to program concerts including all subscription series, community, education, chamber music, run-outs and tours
- Negotiate and administer contracts of guest artists and guest conductors. Oversee Artistic Coordinator in their booking of travel and hotel, managing itineraries and special requests from all guests. Oversee the management of the Music Director schedule.
- Within reasonably established timelines, communicate with Librarian and Orchestra Personnel Manager all detailed programming information regarding selections, editions, instrumentation and augmentation needs.
- With the President and CEO, and Senior Vice President and General Manager, represent the RPO in developing, nurturing and exploring collaborations with other community institutions and artistic partners (e.g. Local dance and opera companies.)
- With the SVP/GM, prepare and suggest artistic scenarios for strategic and long-term (3-4 years out) planning that meet the financial, artistic and community needs. Explore opportunities for future runouts, fee concerts, specials and tours, as well as working with current presenting partners to improve financial viability.
- Prepare and manage the budget, reforecasting and pro-forma process, for orchestra activities and the Artistic Operations department.

- Research guest artists, conductors, repertoire, commissioning and other artistic initiatives. Review composer score submissions and make recommendations to conductors.
- Regularly and within contractual deadlines communicate programs and artists to RPO musicians and staff. Oversee weekly call sheet distribution by Production Manager.
- Provide and enforce artistic planning cycle deadlines that reflect the needs of marketing, development, education/community and long term strategic plans.
- Provide marketing and development departments with programming needed for publications, grant applications and donor solicitation. Advise staff on all artistic matters to insure correct and consistency in all printed materials and published communications and assist in providing artistic content needed for and proofing of printed materials. Communicate with program annotator and proof program pages and notes for program books.
- Meet regularly and work with orchestra's Artistic Advisory Committee and Principal musicians as needed on short and long term programming

Operations and Production Planning

- With the SVP/GM and Music Director, plan the Orchestra's master schedule for the orchestra's season, to achieve artistic goals while maximizing services for financial benefit and upholding the requirements of the master agreement.
- Oversee Production Manager in their planning of all concert production activities of the orchestra; including facility and equipment rental, staging requirements, audio and/ or video recording of concerts and other logistical arrangements. Oversee coordination of orchestra activities with library, personnel, operations and artistic staff.
- Work with SVP/GM on all media projects and seek short and long term opportunities. Be up-to-date on all current media agreements including the IMA, SRLA and understanding of media and streaming rights as pertaining to artistic projects.

Orchestra Management and Administrative functions

- Meet regularly and work closely with SVP/GM and the Orchestra Committee to address musicians' needs and concerns
- Serve as a member of the management's negotiating team for collective bargaining agreements (musician's master agreement, stagehands' contract, Eastman Theatre contract.) Research specific issues, propose changes and strategies for implementing changes as well as determining financial impact.
- With the SVP/GM and OPM, monitor orchestra service usage and contract compliance, following up on requests in a timely manner and help promote positive relations between the orchestra and the Association.
- Hire, train, and evaluate performance of applicable staff and manage the OPAS database
- Participate in rotating concert duty
- Other duties as assigned

SKILLS AND QUALIFICATIONS:

- Bachelor's Degree in Music or equivalent (Advanced degree preferred)
- 5-7 years minimum of orchestra management in artistic planning and operations

- Extensive knowledge of orchestral repertoire and requirements for performance. A passion for and a champion of bringing a diverse range of repertoire and artists to the stages and community of Rochester and beyond.
- Knowledge of current conductors, instrumental and vocal soloists, pops alternative/contemporary artists and living composers.
- Must have score reading capability and experience with supertitles.
- Exceptional interpersonal and communication skills and ability to work with people of a wide variety of ages, abilities, cultural background and musical knowledge.
- Demonstrated supervisory ability, to both lead and follow in a team setting
- Experience in developing repertoire plans with conductors and partners, thorough knowledge of orchestra operations and successful experience in negotiating artist fees.
- Demonstrated ability to prepare and manage budgets
- Ability to work productively under pressure and maintain a sense of humor and to prioritize and manage multiple short and long term projects simultaneously
- An energetic, diplomatic and professional demeanor, strong attention to detail and proven ability to problem solve
- Computer proficiency including MS Office (especially Word, Excel and PowerPoint) and OPAS
- Standing, walking, bending and ability to lift up to 35 pounds is needed.
- Valid driver's license and vehicle.
- Available to work nights and weekends

Please send cover letter, resume and references to Kate Kammeyer at kkammeyer@rpo.org

Application Deadline: March 5, 2021