

B I N G H A M T O N P H I L H A R M O N I C

Operations Manager (Full Time)

Duties and responsibilities: The Operations Manager is responsible for coordinating production, personnel, education and facility services for the Binghamton Philharmonic Orchestra.

DUTIES AND RESPONSIBILITIES

Production

- Ensure the Binghamton Philharmonic's production needs are met by coordinating production logistics with venues and vendors; verify technical rider requirements and secure needed items
- Maintain and communicate the master production calendar, stage plots and artist schedules; coordinate activities with venue staff and IATSE stage crew
- Staff rehearsals, performances, auditions and any special events
- Assist with production budgeting, reporting and payroll
- Compile and proofread program book, season brochure, and miscellaneous marketing materials information such as rosters, repertoire, bios and text/translations
- Coordinate guest artist travel, lodging and hospitality; chauffeur guest artists as needed
- Coordinate musician parking needs
- Rent and drive moving trucks for outdoor and run-out concerts
- Make archive recordings for each performance; prepare audio submissions for grant applications

Education and Outreach

- Coordinate educational and outreach services for Ensembles in the School project, including Music; explore growth opportunities for each
- Create and operate educational PowerPoint presentations; work with the school district on curriculum guides
- Coordinate guest artist master classes

Personnel

- Contract all regular musicians and substitutes for rehearsals and concerts according to the guidelines in the Collective Bargaining Agreement

- Handle all requests for absences, personal leave and sick leave. Advises Music Director of any absences or lateness.
- Ensuring adequate performing conditions on stage, including proper safety of musicians and equipment. Re-seat musicians as needed due to absence, resolve of conflicts between musicians, give announcements and introductions prior to rehearsals. Serve as official time-keeper at all services.
- Maintain effective communication between musicians, management and conductors.
- Enforce contractual obligations of musicians as provided in the Master Agreement. Document and enforces personnel policies and procedures.
- Arrange all auditions and related matters including vacancy approval by the union, audition dates, advertisement, auditionee processing, overseeing audition procedures, and participation of the audition committee as provided in the Collective Bargaining Agreement.
- Maintain current addresses and phone numbers of orchestra personnel. Provides administrative staff with changes.
- Budget musician costs for prospective productions, and prepare, and submit musician payroll for each production

Library

- Maintain library inventory, lend to and borrow materials from library trading partners
- Timely acquire, mark, and distribute all library materials needed for each performance, as guided by the Collective Bargaining Agreement.
- Compile repertoire for auditions
- Determine personnel requirements for each production

Requirements

- Bachelors degree or equivalent with one to three years related experience
- Must be extremely courteous, positive and a team player
- Ability to manage multiple projects and succeed within fast-paced work environment
- Must be responsible, reliable, able to work weekends and evenings
- Must have diplomacy in handling sensitive and confidential information
- Must have excellent communication skills
- Must be physically fit and able to lift 50 lbs, unassisted
- Must have a valid driver's license and own/operate a vehicle
- Proficiency in Microsoft Office and Excel

- Must have a passion for the performing arts and desire to bring them to Binghamton audiences
- Knowledge of setting up a P.A. system and running live sound for parties and lectures a plus

Compensation

Compensation will commensurate with experience.

Benefits offered

Binghamton Philharmonic provides medical and parking downtown