Manager of Artistic Planning

Reports to: Vice President of Artistic Planning

Status: Exempt, Full-Time

Job Purpose

The Manager of Artistic Planning will manage the contractual and business aspects of the PSO’s artistic activity and act as a point of contact with artists and artist managers. This position will assist and support the Music Director with administrative tasks to ensure his activities with the Pittsburgh Symphony Orchestra are executed successfully.

Key Programming and Artistic Planning Responsibilities

- Organize and manage guest artist logistics for classical guest artists and conductors in close partnership with artist managers
- Negotiate and advance logistics for guest concertmasters as needed
- Manage visiting artist visas
- Contribute to the artistic planning process and introduce new programming ideas, with thorough knowledge of classical artists, repertoire, and industry trends
- Research artists and repertoire for programming
- Build and coordinate classical program memos
- Foster collaborations and partnerships between the PSO and the Pittsburgh community
- Reserve stage, rehearsal, and dressing room space for all artists as necessary
- Coordinate and program pre-concert lobby performances across the season
- Artistic point of contact for all musician related service exchange engagements (i.e. post-concert performances across the year, etc.)
- Cover Artistic Duty and Manager on Duty at concerts
- Represent artistic department at production and operations meetings

Key Administrative Responsibilities

- Track classical subscription and Artistic department budgets
- Assemble Artist complimentary tickets and backstage list for all concerts
- Assist Vice President of Artistic Planning with administrative tasks, projects, and presentations
- All other duties as assigned
Key Responsibilities in Assisting Music Director

- Manage and schedule all aspects of the Music Director’s calendar, including travel and accommodations, as well as all PSO rehearsals, meetings, concerts, appointments and special events both for Pittsburgh related performances and activities, as well as Pittsburgh Symphony Orchestra touring activities
- Coordinate personal correspondence for the Music Director, as well as gifts, donor events and social calendar appointments
- Provide exemplary care for the Music Director and PSO guest artists before, during, and following their visits

Required Education, Experience and Abilities

- 2-3 years’ experience in arts management or administration, preferably in performing arts
- Bachelor’s Degree in Music or equivalent, with ability to demonstrate strong knowledge in classical music repertoire and industry
- Exceptional attention to detail
- Highly self-motivated and able to prioritize multiple projects with a high level of energy
- Ability to work flexible hours, particularly weekends and evenings
- Proficiency in MS Word, Excel, PowerPoint, and desktop publishing
- Excellent written and verbal communication skills
- Capacity to work under pressure and as a team player
- Valid PA driver’s license

Preferred Education, Experience and Abilities

- Proficiency in OPAS database

The specific statements shown in each section of the description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to perform the job successfully. The Pittsburgh Symphony recognizes that an individual with a disability may require a job modification/accommodation to enable them to successfully perform a job function. Consideration will be given to such requests. Such requests should be directed to Human Resources.

To apply, please send a cover letter and resume to hr@pittsburghsymphony.org.