



# PITTSBURGH SYMPHONY ORCHESTRA

## Manager of Orchestra Operations

Reports to: Vice President of Orchestra Operations

Status: Exempt, Full time

### Job Purpose

The Manager of Orchestra Operations provides assistance to the Operations, Artistic, and Learning & Community Engagement departments with daily support and coordination of operational/production needs for all PSO services at Heinz Hall, as well as at remote venues, including domestic/international tours.

### Operations Responsibilities

- Ensure that all concerts are produced at a high level of excellence
- Work closely with Artistic Administration, Learning & Community Engagement, Hall Management, and Crew to produce concerts and communicate accurate concert information, including: concert production notes, weekly tech schedules, tech sheets, and stage plots
- Work closely with Popular Programming to advance and execute all pops and special productions
- Produce and/or acquire any production elements such as slides, backdrops, props, video, audio, costumes, etc.
- Assist in determining the crew call for concerts and work with the Technical Director and Symphony Stage Technicians to schedule the stage crew to maximize their schedule
- Work with Marketing on the creation of concert messaging slideshows
- Coordinate preparation and distribution of organization wide documents, including event sheets and concert duty schedule
- Schedule and run regular production meetings
- Monitor spending in Operations against forecasts and budgets through the regular preparation of invoices for approval and tracking of actual expenses
- Gather weekly stagehand actuals from the Technical Director
- Perform monthly reconciliations with Financial Edge
- Manage relationship with PSO Piano Technician and oversee piano tuning schedule and maintenance of pianos, as well as other keyboard instruments
- Coordinate PSO Instrument Rental and Loan Process, as well as oversee rental of instruments, backline, and necessary equipment as needed
- Recruit and supervise department interns

### Touring and Off-Site Concert Responsibilities

- Assist in planning and implementation on all facets of domestic and international tours
- Schedule advance site visits for new and existing venues
- Create and communicate advance materials for PSO run-out performances
- Create and communicate load-in/load-out schedules to the local trucking vendor
- Work with bus companies on travel schedules



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## **General Responsibilities**

- Responsible for office management of the Operations department including: ordering supplies, and internal/external mail
- Attend meetings with various committees of the Orchestra, as well as take minutes
- Maintain PSO archival recordings
- Participate in Manager on Duty concert rotation
- Maintain working knowledge of the Collective Bargaining Agreement with the AFM and IATSE
- Maintain a positive working relationship with the Orchestra and Crew
- All other duties as assigned

## **Necessary skills, experience, and qualifications**

- Bachelor Degree required
- 2-3 years' or equivalent experience in Arts Management
- Knowledge of classical music preferred
- Proficiency in MS Word, Excel, Visio, PowerPoint desktop publishing and database software (i.e. OPAS, Financial Edge) expected
- Applicant must have strong communication skills and be a team-player
- Applicant should be a self-motivated, high energy individual
- Ability to work flexible hours, particularly weekends and evenings

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, Inc. 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.

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To apply, please send a cover letter and resume to [tpfleger@pittsburghsymphony.org](mailto:tpfleger@pittsburghsymphony.org)