



POSITION DESCRIPTION

Position Title: Director of Artistic Operations
Department: Artistic Operations
Reports To: President & CEO
FLSA Status: Exempt, salary
Shift: Includes some evenings and weekends

POSITION OVERVIEW

The Director of Artistic Operations, (DAO), partners with the CEO, Music Director, and other members of the HSO team to develop concert series and events that fulfill the HSO's mission, generate earned revenue, and reinforce a dynamic public image for the orchestra and orchestral music. A member of the staff leadership team, the DAO is responsible for ensuring that the planning and execution of all orchestra activities runs smoothly, in a financially responsible manner, and aligns with the strategic vision of the organization. Strong decision-making and communication skills, the ability to prioritize effectively and remain calm under pressure, and demonstrated team-building success are highly valued.

KEY DUTIES AND RESPONSIBILITIES

General Management and Concert Production

- In close partnership with the CEO, help shape a work environment that supports healthy relationships among all internal constituents, while advancing strategic objectives and executing on concert and event production.
- Collaborate with Music Director, CEO, staff and musician leadership, and/or guest conductors to ensure artistic content of all concert programming is in line with HSO strategic priorities and convey that alignment with all internal stakeholders.
- Lead the preparation of the orchestra's season calendar and master service schedule in the most effective manner and in accordance with the master agreement.
- Schedule, plan, budget and oversee supervision of all audition, rehearsal, and performance activities of the orchestra, including but not limited to personnel, equipment, facility management, staging and other logistical arrangements.

Artistic Administration

- Negotiate guest artist/conductor/commissioning fees and contract details in collaboration with CEO, prepare and track all documentation in a timely manner.
- Assist in the negotiation of collective bargaining agreements with AFM and IATSE, while encouraging collaborative problem solving and advancing strategic priorities.
- Lead and implement strategies, in collaboration with the Director of Learning and Social Impact, to advance diversity, equity, and inclusion to address internal culture, accessibility, recruitment, and retention of orchestra and operations personnel.
- Work closely with marketing staff to develop effective timelines for programming and critical announcement dates.
- Maintain and administer orchestra database, (OPAS), in partnership with Librarian.
- Create, review and publish orchestra call sheets, season contracts and program book pages in collaboration with Personnel Manager, Librarian and additional staff.

- Approve musician payroll, ensuring compliance with all terms of the master agreement, and lead the resolution of master agreement interpretation disputes.
- Perform other duties as needed.

Direct Reports: Production Manager, Personnel Manager, Librarian

EXPERIENCE REQUIRED

- Bachelor's degree plus 5 years' experience in concert planning and/or production.
- Strong interpersonal, written and verbal communication skills; unflappable under pressure.
- Demonstrated ability to build and nurture collaborative relationships with staff, Board, musicians, conductors, soloists and community partners.
- Proven leadership and decision-making skills.
- Familiarity with symphonic repertoire, artists, work environment, and needs of professional musicians; basic ability to read an orchestral score is a plus.
- Stage setup and outdoor venue experience is a plus, as well as proficiency with Word, Excel, OPAS, and Visio.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is regularly required to sit, stand and may occasionally lift and/or move up to 25 pounds and be able to stand for up to 4 hours.

ABOUT THE HSO

Founded in 1934, the HSO delivers uniquely powerful and emotional experiences that lift and transform the spirit and help create vibrant communities in the Greater Hartford area. With an operating budget of approximately \$5.5M, the HSO presents more than 75 concerts annually, including Masterworks, POPS!, Sunday Serenades, Discovery Concerts, Symphony in Schools, Community Concerts, the Talcott Mountain Music Festival, and more. In 2011, Carolyn Kuan was named the HSO's tenth music director, the first woman and youngest person to hold this title. She has led the HSO to new artistic heights with community-focused concerts, dedication to diversity of artists and composers, and innovative programming. The Bushnell Performing Arts Center is home to the HSO's administrative offices and is its primary performance venue with two theaters and several multi-function spaces. The Simsbury Meadows Performing Arts Center hosts the HSO's Talcott Mountain Music Festival for five weeks each summer. The 2023-24 season will see a complete rebranding campaign come to fruition, with revised messaging, graphic design elements and HSO logo.

Please submit cover letter and resume to: jobs@hartfordsymphony.org

The HSO is a Not-For-Profit, Equal Opportunity Employer, proud to serve Connecticut and its citizens. The Hartford Symphony Orchestra is committed to creating a diverse, equitable, and inclusive work environment, and strongly encourages BIPOC, members of the LGBTQ+ community, immigrants, and differently abled candidates to apply.