



## Operations Manager

The Fayetteville Symphony Orchestra (FSO) seeks an organized and passionate individual to serve as our next Operations Manager. The Operations Manager will be responsible for musician personnel management, production coordination, music library operations, and education administration. The Operations Manager will work closely with the FSO staff, musicians, and board of directors. The FSO offers a benefit stipend, generous PTO policy, and flexible work schedule. This is a full-time, in-office position based in Fayetteville, NC. To apply for this position, please email a resume and cover letter detailing your interest in this position to Anna Meyer, Executive Director, at [ameyer@fayettevillesymphony.org](mailto:ameyer@fayettevillesymphony.org). The position will remain open until a successful applicant is identified. Desired start date is September 1, 2023.

**Reports to:** Executive Director

**Compensation:** \$40,000

**Employment Classification:** Exempt, Full-Time

### **Duties:**

#### Personnel Management:

- Hire and contract musicians for regular season concerts and other hired performances.
- Serve as the primary POC between management and musicians, responding promptly to questions and sending regular schedule reminders.
- Work with principal musicians and the Music Director to maintain a roster of high-caliber substitute musicians and facilitate sub list auditions.
- Manage the entire audition process including tracking vacancies, scheduling auditions, selecting audition venues, and placing advertisements.
- Verify working eligibility and collect completed paperwork for all new musicians.
- Prepare musician rosters for all concerts and in collaboration with principals, determine seating order.
- Hire, train, schedule, and supervise stagehands.
- Coordinate hotel accommodations for eligible musicians.
- Complete musician payroll for all concerts/events at least 10 days prior to the concert/event.

#### Production Coordination

- Coordinate equipment transportation for all concerts/events and direct load-in at the venue.
- Determine technical needs for each performance and communicate with appropriate personnel at the venue.
- Work with the Executive Director to book venues for concerts/events.
- Attend all FSO concerts and rehearsals.

### Music Librarian

- In consultation with the Executive Director and Music Director, procure music rental quotes and music purchase prices for parts and scores for the season. Once budgets are approved, order music and complete rental contracts.
- Prepare and send digital music folders to musicians no later than 30 days prior to a concert.
- Maintain communication with string principals to receive bowings for music.
- Prepare physical music folders for musicians and distribute at the first rehearsal.
- Collect music folders at the conclusion of a concert series and either return music to the FSO music library or the rental organization.

### Education Administration

- Serve as the POC for students and/or parents for all education programs.
- Make music copies at the beginning of the fall and spring semesters and organize into music folders for students.
- Maintain and manage registrations and tuition payments for FSYO, Sinfonietta, and Summer Music Camps.
- Serve as primary contact for Artists in Schools program.
- Schedule Third Grade School visits.

### **DESIRED QUALIFICATIONS:**

- Bachelor's degree or equivalent.
- Prior experience in the orchestra and/or performing arts sector.
- Ability to:
  - Communicate and work effectively with a variety of constituencies and personalities.
  - Think critically, problem solve, and make decisions in a timely manner.
  - Lift, carry and move up to 75 lbs.
- Evening and weekend availability.
- Valid driver's license and good driving record.
- Knowledge of orchestra and/or performing arts stage operations, technology and communications.
- Ability to read music and prepare music for musicians.

### **STATEMENT OF NON-DISCRIMINATION:**

The FSO is committed to equity, inclusion, non-discrimination, and it is our policy and goal to promote the inclusion and engagement of the residents of Fayetteville and across eastern NC to protect all classes of people, including, but not limited to, race, ethnicity, national origin, citizenship, cultural background and experiences, gender, gender identity and expression, sexual orientation, age, veteran status, socio-economic status, physical and mental ability, and religion in all aspects of employment.