

Manager of Artistic Operations (part time)

Reports to: Executive Director/Music Director

Role Profile: The Manager of Artistic Operations will be responsible for overseeing and directly administering the operational and personnel aspects of Illinois Philharmonic Orchestra concerts.

Prime Responsibilities:

- Attend rehearsals and performances to coordinate production logistics and respond to orchestra personnel concerns while ensuring that the IPO is in compliance with orchestra policies and guest artist contracts.
- Interpret and enforce the master agreement between the IPO and Musicians' union (including, but not limited, to day-to-day enforcement of contractual guidelines regarding attire, attendance and punctuality, deportment, leaves of absence, etc.).
- Act as a liaison between IPO musicians and management, communicate information to, and concerns of, both parties including regular interaction with the Musicians Committee and Musicians Union.
- Cover orchestra services ensuring that rehearsals and performances begin and end on time, and proper intermission/break requirements are met; announce and document overtime, as necessary; record attendance at each service.
- Communicate personnel-related information to Music Director/guest conductors, as appropriate as well as intermission requirements.
- Distribute Personal Service Agreements to rostered musicians. Hire substitute and extra musicians as needed.
- Prepare and submit payroll, pension reports, and all payments for media services for IPO musicians, extras, and substitute musicians.
- Oversee all aspects of orchestra auditions.
- Prepare and actively manage budgets for substitute and extra musicians and for supplemental pay (e.g., overtime, advancement, doubling) to orchestra members; manage these budgets to maximize the balance between artistic excellence and fiscal responsibility.
- Coordinate with Music Director and Executive Director to manage orchestra string counts, extra musicians, etc. for repertoire, operational and budget needs.
- Work with administration to determine and hire musicians for non-orchestra events, including, but not limited to, donor or subscriber cultivation, board meetings, education, and pre-or post-concert activities.
- Perform additional duties related to the musicians of the orchestra as required by the IPO.
- Coordinate with the Percussion Principal to determine percussion needs for each performance, arrange for rental percussion and coordinate delivery and pick up.
- Coordinate with the Music Director and Executive Director to create a stage plot for each performance, distribute the stage plot to the venue tech staff and communicate with the tech staff in advance and during rehearsals and performances to address any questions or concerns.

- Work closely with Music Director and Librarian to ensure that the musician’s working conditions create an environment conducive to artistic excellence and to ensure that all aspects of concerts operate efficiently and with the highest professional standard.
- Work closely with Music Director, Executive Director and venue staff to ensure all technical aspects of audience concert experience meets or exceeds a high level of professionalism.
- Work with Executive Director, Marketing Coordinator, and Box Office Manager to help ensure that patrons have the best possible front of house experience at each IPO concert.
- Be first point of contact with Guest Artists to coordinate scheduling, transportation, lodging and any other special needs. Work with Marketing Coordinator to ensure IPO marketing needs are met. Work with Executive Director to ensure contract provisions are followed.
- Ensure programs meet or exceed budgetary goals.

Requirements: Prefer a candidate with a degree in Music or Arts Administration and thorough knowledge of orchestral music, but open to other backgrounds as well. Proven ability to develop and monitor production budgets. Strong organizational skills, time management skills, problem solving skills and an intense attention to detail. Successful candidates will possess excellent written and verbal communication skills, the ability to work independently and a willingness to be a team player in a highly collaborative environment. Nights and weekend work are occasionally required with the ability to work a flexible schedule. Weekly office hours to be mutually agreed upon by Executive Director and candidate.

Compensation: Salary is commensurate with experience.

Interested persons should email resume and letter of interest, with subject line “Manager of Artistic Operations” to: Christina Salerno, Executive Director: csalerno@ipomusic.org

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