

## **Part-time Position Announcement Operations Manager (Part Time)**

### **Organizational Profile**

Illinois Philharmonic Orchestra (IPO) is the largest professional symphonic organization serving the south and southwest suburban areas of Chicagoland. IPO produces seven mainstage concerts at Ozinga Chapel at Trinity Christian College in Palos Heights each season, in addition to a series of Summer Chamber Music concerts and a variety of small ensemble community concerts. Through the Marilyn Tannebaum Youth Music Educational Institute, IPO offers thousands of students a variety of engaging and educational programs each year.

IPO believes that diverse, equitable, and inclusive practices create, sustain, and build strong organizations. We endeavor to model inclusion and equity in all areas of our organization including programming, employment, and audience engagement.

### **Description**

IPO seeks an Operations Manager to oversee and directly administer all on-stage operational functions of IPO concerts.

### **Reporting Relationship**

The Operations Manager reports to the Executive Director on budgetary and logistics issues and the Music Director on artistic decisions.

### **Prime Responsibilities**

- Coordinate all production logistics in advance and oversee rehearsals and concerts on site, acting as main IPO contact with venues, support personnel, and on stage artists.
- Act as primary stage manager during concerts.
- Coordinate, in conjunction with the Music Director, a stage plot for each concert. Distribute the stage plot to venue technical staff and communicate with the technical staff in advance and during rehearsals and performances to address any questions or concerns.
- Prepare and actively manage budgets for venue and stage related costs, including: instrument rental, lighting, A/V needs, auxiliary stage personnel, risers, etc., engaging this support as necessary. Manage budgets to maximize the balance between artistic excellence and fiscal responsibility.
- Work closely with Music Director, Librarian, and Personnel Manager to ensure that the musicians' 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.
- Coordinate with the Percussion Principal to determine percussion needs for each concert, arranging for rental percussion and coordinating delivery/pick-up.
- Be first point of contact with Guest Artists to coordinate scheduling, transportation, lodging and any other special needs. Work with Executive Director to ensure contract provisions are followed.
- As needed in coordination with Personnel Manager, cover orchestra services to ensure that rehearsals and concerts begin and end on time, and that proper intermission/break requirements are met.
- Handle personnel situations with tact, clarity, and consistency.
- Transport small auxiliary stage equipment (stand lights, venue signage) as needed.
- Perform additional duties directly related to the concert operations of the orchestra as required by IPO.

**Requirements:** Prefer a candidate with a degree in Music or Theater Logistics. Candidate must have a thorough knowledge of orchestral performances and strong organizational, time management, and problem-solving skills. Candidate must possess a keen attention to detail and have the ability to deal with sensitive issues in a confidential and productive manner. Successful candidates will possess the ability to work independently and a willingness to be a team player in a highly collaborative environment.

**Schedule:** Onsite night and weekend work are required as per the IPO rehearsal/concert calendar, with the ability to work a remote/flexible schedule in advance of rehearsals/concerts. Candidate must have access to personal transportation to/from venues.

**Start Date:** Ideal candidate will be able to take on the Operations Manager role in advance of IPO's one-day Classical Evolve in late September. First mainstage concert occurs October 15, 2022.

**Compensation:** \$25-30/hour depending upon experience. Estimate 22-30 hours per mainstage concert cycle.

**Interested persons should email resume and letter of interest, with subject line "Operations Manager" to: Christina Salerno, Executive Director: [csalerno@ipomusic.org](mailto:csalerno@ipomusic.org)**

**Illinois Philharmonic Orchestra is an Equal Opportunity Employer. Diverse, trans and gender-nonconforming individuals are encouraged to apply.**

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