



620 West Main Street, Ste. 600
Louisville, KY 40202
LouisvilleOrchestra.org

POSITION DESCRIPTION

- Position Title:** Director of Artistic Operations
- Status:** Full-Time, Exempt
- Reports to:** Chief Executive Officer
- Supervises:** Orchestra Personnel Manager; Operations Manager; Stage Manager; Librarian; Assistant to the Music Director; Pops, Chorus, and Assistant Conductors
- Job Summary:** Working closely with the Music Director and CEO, the Director of Artistic Operations is responsible for the artistic planning and concert production of Louisville Orchestra rehearsals, concerts, and electronic media projects. This is a cabinet-level position charged with helping to guide the organization toward realizing its mission, vision, and values.

Duties and Responsibilities

- ❑ Work with the Music Director and CEO, as well as designated Board and musician committees, to shape and implement artistic goals, plans, and initiatives, ensuring smooth operation and adherence to mission, vision, values, budget, policies, procedures, and other negotiated agreements. Develop and manage a strong artistic operations team and ensure that each service is staffed appropriately.
- ❑ Participate in defining concert programs and selecting guest conductors and artists. Negotiate and prepare artist contracts and visa applications. Oversee the coordination and management of guest artist logistics and itineraries.
- ❑ Oversee the scheduling of orchestra services, including rehearsals, performances, recordings, runouts and tours, auditions, meetings, professional development, vacation, and leave. Ensure any schedule change falls within the parameters of the Master Agreement and is communicated to all. Maintain the master calendar. Coordinate education and engagement activities with the Director of Learning, Community, and Collaboration.
- ❑ Supervise the technical elements of productions, including facility rental and scheduling, as well as equipment, instrument, and music acquisition, maintenance, rental, transportation, and security. Manage logistics related to load-in, stage set-up, audio, video, lighting, backline, and load-out, as well as transportation and accommodations for runouts and tours.
- ❑ Ensure the successful management of and best possible working environment for musicians and stage personnel in accordance with their respective Master Agreements. Serve on the

negotiating committee for both AFM and IATSE negotiations. Participate in regular LOMC and Artistic Advisory meetings. Ensure individual musician contracts, tenure notifications, and related documents are issued and executed in accordance with the Master Agreement. Work with the Orchestra Personnel Manager to resolve any musician request, issue, complaint, or grievance.

- ❑ In partnership with the Chief Financial Officer, prepare the artistic operations budget and once approved by the Board, ensure the LO operates within that budget. Create production and monthly reports, reconcile discrepancies, explain variances, and implement changes as necessary. Manage the procurement and inventory of supplies, licenses, equipment, and services for the artistic operations department.
- ❑ Establish a strong collaborative relationship with internal and external partners. Help to identify, align, and fulfill funding opportunities as they relate to LO productions. Ensure accuracy in messaging about artists, repertoire, and productions in all mediums. Write and edit copy for program books, social media, and the website. Serve as a liaison to the Kentucky Center for the Arts, Kentucky Opera, Louisville Ballet, Palace Theatre, and other venues and artistic partnerships. Draft contracts, review invoicing, and foster effective communication with each. Work with media partners on the recording and broadcasting of LO performances in accordance with approved agreements.
- ❑ Serve as a member of the Executive Cabinet, assisting the CEO in setting institutional policy, procedures, and long-term strategic planning. Attend meetings of the Board of Directors and its committees as assigned. Represent the Louisville Orchestra in the community and industry.
- ❑ Perform other duties as assigned, requested, or needed.

Qualifications

- ❑ Bachelor's degree with a minimum of five years' experience in symphony orchestra administration
- ❑ Strong familiarity with symphonic repertoire, soloists, conductors, and living composers
- ❑ Experience negotiating and/or administering collective bargaining and individual agreements
- ❑ Established history of producing high-quality performances, creating production budgets, and a demonstrated ability to operate within the approved budget
- ❑ Superior communication, organization, management, diplomacy, and conflict resolution skills
- ❑ Proficiency with Microsoft Office and OPAS (preferred)
- ❑ Highly self-motivated and goal-oriented with an astute attention to detail
- ❑ Must have a flexible schedule, the ability to work nights and weekends, and travel occasionally
- ❑ Possess a valid driver's license and the ability to drive
- ❑ Physically be able to lift 25lbs, unassisted

- ❑ Must have a positive, calm, and professional attitude, be able to work as part of a high-functioning team, and possess a passion for the performing arts, as well as a strong desire to bring them to audiences of all ages and backgrounds

Compensation and Benefits

The Louisville Orchestra offers a comprehensive salary and benefits package commensurate with experience and in line with similar positions of this scope with similar-sized orchestras in the country and Louisville cultural institutions. Benefits include medical insurance, life insurance, vacation and sick time, parking stipend, 403b contribution, and a diverse offering of voluntary benefits.

About the Louisville Orchestra

The Louisville Orchestra has long had a strong reputation for innovation, creativity, and excellence. Its 58 full-time musicians and 24 staff members present a 34-week season that includes classical, popular, and educational main stage concerts, a diverse array of programming throughout the community, and performances with the Kentucky Opera and Louisville Ballet.

The Orchestra was the first to record under its own label and became internationally recognized in the 1950s for producing 150 LPs consisting of more than 450 new works. Under the leadership of Music Director Teddy Abrams and CEO Robert Massey, the Louisville Orchestra has revived its commitment to championing the creation of new works. More than half of the compositions on the Louisville Orchestra's 2019-2020 subscription series are by living composers. The Orchestra will release its second commercial recording under Abrams this fall, with several additional media projects currently in development.

Located in culturally rich Louisville, the organization is at the forefront of redefining what a 21st century orchestra can be and is well on its way of achieving its goal of becoming known as "the most interesting orchestra on the planet."

To Apply

Send a cover letter, resume, salary requirements, and three professional references to nkoch@louisvilleorchestra.org by May 10, 2019. Candidates selected for further consideration will be contacted with further instructions. References will not be contacted until the final round of interviews. No phone calls please.