



POSITION TITLE: Operations Manager

Prepared by: Kevin Irving 6/8/22

Reports to: Executive Director

FSLA status: Full-time, exempt

Supervision exercised: Music Librarian; Orchestra Personnel Manager(s); Stage Crew

SUMMARY: The Operations Manager is a key member of the staff, working closely with both the Executive Director and Music Director to oversee all aspects of artistic operations as well as the day-to-day administration of the organization. Responsible for the smooth facilitation of all rehearsals, concerts and auditions, coordination of guest artists, and production logistics, the Operations Manager oversees production-related staff. This position also oversees financial record-keeping and general administration-as needed.

ESSENTIAL DUTIES:

Concert Production

1. Schedules and contracts rehearsal and concert facilities as directed by MD & ED.
2. Prepares and executes contracts with orchestra musicians and guest artists.
3. Manages all details of rehearsals; works with the Music Director to coordinate the timely communications of rehearsal order, dress code, and other details to all performers.
4. Coordinates travel, accommodations, transportation, and payment for guest artists.
5. Oversees Music Librarian's rental and/or purchase of music and distribution, and coordinates instrument rentals as needed.
6. Oversees and works with Orchestra Personnel Manager(s) to coordinate orchestra auditions, including publicizing auditions, coordinating fees, securing facilities, etc.
7. Maintains accurate, up-to-date orchestra personnel records.
8. Coordinates and directs all concert production personnel, including stage crew, recording/video engineer, volunteer corps and concessions.
9. Oversees pre-concert load-ins and post-concert strikes.
10. Attends all rehearsals and concerts.

Finance and Administration

1. Maintains and ensures accurate recording of all payments, transactions, and vendors.
2. Works closely with on-contract bookkeeper to reconcile finances monthly.
3. Generates and issues invoices in a timely and accurate manner.
4. Verifies and prepares deposits.
5. Works with on-contract personnel to coordinate staff payroll.
6. Works closely and transparently with all external partners including third-party vendors and consultants.

7. Oversees general office management (supplies, licenses, insurance, facilities, maintenance, HR, etc.) to ensure efficient and consistent business operations.
8. Attends staff meetings and other meetings as required.

QUALIFICATIONS:

1. Bachelor's degree preferred.
2. Excellent organization and communication skills.
3. Demonstrated success working in a non-profit environment.
4. Familiarity with basic non-profit accounting principles.
5. Ability to remain calm under pressure and solve problems as they arise.
6. Ability to work flexible hours, including nights and weekends on occasion.
7. Competency in the use of Microsoft Excel, Word, and Google Docs.
8. Knowledge of classical/orchestral music a plus.
9. Must have reliable transportation.

To apply, please send resume and cover letter to info@pcsymphony.org.

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