

**WEST TEXAS SYMPHONY, INC.
JOB DESCRIPTION**

Job Title: Operations Manager

Alternatives: Production, Manager of Operation, Music Operations, Music Production, Manager

FLSA Status: Non Exempt

Position Classification: Full Time

Contact: employment@mosc.org

Location: Midland-Odessa

SUMMARY DESCRIPTION:

Ensures that the scheduling and production of all orchestra events run smoothly, effectively and in a financially responsible manner while securing the best possible physical working conditions for the orchestra in all situations. Maintains WTS seasonal history.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Scheduling

- Assist in the coordination of the orchestra's master schedule working with the Executive Director, Music Director and Orchestra Personnel Manager
- Coordinates logistical arrangements, determines feasible schedules and facilities for rehearsals and special events based on venue limitations
- Coordinates changes in seating and engagement of last-minute substitutes due to unscheduled absence or tardiness
- Provide itinerary to venues and facilities in advance of scheduled events

Music Procurement

- Takes delivery of and tracks incoming music
- Ensures prompt return of rented or borrowed materials and adherence to copyright laws

Music Preparation

- Assists in music distributions before and especially during rehearsals

Concert Production

- Plans and administers all concert production activities of the orchestra, including equipment rental, staging requirements and other logistical arrangements including loading and unloading equipment and driving the transport vehicle
- Coordinates activities with orchestra personnel mgr and artistic staff

- Supervises orchestra set-up for rehearsals and concerts and coordinates with Music Director regarding special set-up requirements
- Arrives backstage early to check all preparations, informs orchestra personnel of facility staff of any last-minute changes, and determines with Executive Director actual starting time of concerts
- Confirms arrangements with recording engineer for any taping of Masterworks concerts

Administrative

- Manages production staff and volunteers
- Procures supplies, licenses, equipment and services for operational purposes.
- Maintains inventories of property and supplies, making periodic checks for reports to the Executive Director
- Supervises maintenance of equipment and facilities of rehearsal hall
- Participates in long-range planning for WTS
- Provides program listings, instrumentation requirements and other information of staff on request.
- Upon request, proofreads outgoing documents, such as program books, in collaboration with Music Director and Executive Director
- Forwards all payments for music and supplies to Office Manager
- During budgeting process, provides projected expense figures for planned repertoire
- Reviews payments for concert supplies and forwards to Office Manager for payment

Other

- Assists with preparation music for all audition in conjunction with Orchestra Personnel Manager
- Assist artistic staff in obtaining needed scores and preparing music to be performed upon request of the Music Director
- Performs other duties as assigned by the Executive Director

REPORTS TO: Executive Director (directly) and Music Director (directly)

Board Relationship: May attend Board and Committee meetings as directed

SUPERVISORY RESPONSIBILITIES:

Directs volunteers, stage crew, and part-time employees where applicable

Skills and abilities: Keen attention to detail required; ability to effectively schedule and plan events; strong communication and organizational skills; troubleshooter; interpersonal communication skills are essential; ability to work in a team environment

EDUCATION and/or EXPERIENCE:

Two years college preferred; high school diploma or GED; three years of related work experience; valid Texas Driver License, physical ability to lift 60lbs

6/8/2022