

Operations Manager

WHO WE ARE

Serving the Treasure Valley, the Boise Phil was established 60 years ago but traces its artistic roots back to 1885. It is the longest continuously running cultural organization in the state, and one of the longest in the country. The Boise Phil employs nearly 80 professional musicians each concert season, and presents an array of concerts, education opportunities and other special performances. In addition to the professional orchestra, the Boise Phil also includes the Boise Phil Master Chorale and the Boise Phil Youth Orchestra.

ABOUT THE ROLE

The Operations Manager is responsible for ensuring that the scheduling and production of the Boise Phil's concerts, rehearsals, tours, and special events run smoothly, effectively, and in a financially responsible manner, and oversees compliance with artist and union contracts. This person interacts with musicians, artistic administration, artist managers and facility management in a way that builds strong relationships for the Boise Phil.

The ideal candidate will be energetic, detail-oriented and have experience in producing live and/or virtual performances. They should also exhibit strong problem-solving skills, be an excellent communicator, enjoy building relationships, and lead collaboratively.

REPORTING RELATIONSHIPS

The Operations Manager reports to the General Manager and works closely with the Music Director, Librarian, Learning & Engagement Coordinator, the artistic staff, as well as venue production teams.

KEY RESPONSIBILITIES

- Oversee logistics of venues, personnel, instruments and equipment for all Boise Phil performing ensembles and their activities (including all rehearsals, performances, and auditions)
- Adhere to the Boise Phil budget in all aspects of planning and logistics management
- Ensures all aspects of Boise Phil activities are in compliance with the collective bargaining agreement

Production Management

- Plan and administer all concert production activities of the orchestra, youth orchestras and Master Chorale; including facility and equipment rental, staging requirements, technical plans, and other logistical arrangements
- Communicate and coordinate production details to all stakeholders, including staff, musicians, venues, parents, and community partners.
- Schedule and coordinate production meetings with staff and venues, as needed
- On-site supervisor for all rehearsals and concerts, ensuring all production elements are executed properly including set up and load out.
- Confirm arrangements with recording engineer for any recording of concerts
- Function as a liaison between the orchestra and all other organizations with which the orchestra collaborates. (For example, choruses, theatres, dance and opera companies, universities, etc.)
- Determine feasibility of all production plans based on time, budget, and personnel available

- Coordinate with and book all necessary facilities and maintain a safe working environment for all musicians, staff, contractors, etc.
- Coordinate, document, communicate with and support all guest artist itineraries, riders, and local travel

Administrative

- Attend weekly staff meetings of both the full staff as well as the Operations/Production teams
- Develop and monitor budgets for all production activities, ensuring appropriate cost controls while maintaining artistic integrity and upholding the Collective Bargaining Agreement
- Manage procurement and inventory of supplies, licenses, equipment, and services for program operations
- Work closely with General Manager and other designated staff in long-range planning for the organization; prepare budget projections as needed.

Other

- Coordinate logistical arrangements for special events and projects.
- Coordinate production requirements, timings, and special needs for broadcasts.
- Coordinate activities of Development, Marketing, and Public Relations departments for special projects involving use of stage crew and/or orchestra players.
- Perform other duties as assigned by the General Manager and Executive Director

POSITION REQUIREMENTS

- Arts management and production experience (knowledge of orchestral music a plus)
- Experience negotiating facility and other vendor contracts
- Live performance and/or digital production technical expertise
- Ability to work independently and strong problem-solving skills
- Able to set priorities and multi-task while maintaining accuracy and meeting deadlines
- Excellent communication skills, including during tough negotiations
- Ability to thrive as part of a team with diverse experience, expertise, skills and objectives

COMPENSATION

The annual salary for this full-time, exempt position will range between \$45,000 - \$50,000, depending on experience. Compensation also includes a health, dental and vision package with an HSA plan, as well as paid holidays, vacation and personal time off.

APPLICATION INSTRUCTIONS

To apply, please send a cover letter and resume to Dan Howard at dhoward@boisephil.org. The deadline to apply is June 15, 2021

The Boise Philharmonic Association is an equal opportunity employer that values diversity. All qualified applicants will be considered without regard to race, religion, color, national origin, gender identity or expression, sexual orientation, age, marital status, veteran status, disability status, or any other legally protected category.