

Vice President & General Manager

WHO WE ARE

The Boise Phil's mission is to reflect the energy and heartbeat of our communities through invigorating musical experiences that touch the human spirit. Serving the Treasure Valley, the Boise Phil was established over 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. In addition to the professional orchestra, the Boise Phil also includes the Boise Phil Master Chorale and two Boise Phil Youth Orchestras.

ABOUT THE ROLE

The VP & General Manager is a member of the senior management team, responsible for day-to-day oversight of concert and event operations, education, and community engagement programming. This role is a key supportive partner for the Music Director and Executive Director, working closely on season planning and programming strategy. The VP & General Manager also plays a key role in labor relations, including participating in negotiating and overseeing the implementation of the orchestra's collective bargaining agreement.

The ideal candidate will be energetic, detail-oriented and have experience leading production for live and virtual performances. They should also exhibit strong project management and problem solving skills, be an excellent and empathetic communicator, enjoy building relationships and lead collaboratively.

REPORTING RELATIONSHIPS

The VP & General Manager reports to the Executive Director. This position will supervise the Operations Manager, Orchestra Librarian, Education & Community Engagement Manager, Personnel Manager and Equipment Coordinator. They will also work closely with artistic leadership including the Music Director, Youth Orchestra Music Director and Master Chorale Music Director.

KEY RESPONSIBILITIES

Leadership

- Communicate empathetically, effectively and in a timely way that anticipates the needs of internal and external stakeholders
- Nurture a collaborative, innovative, and engaged culture
- Develop programming and concerts aligned with organizational strategy and values, while effectively managing the budget

Artistic Planning & Program Management

- Collaborate with Music Directors and Executive Director in season and other artistic planning including rehearsal schedules, stage setup, instrumentation, lighting, recording and audio visual needs
- Develop annual master plan for orchestra operations including: concerts, education & community engagement programming, Youth Orchestra programming, and Master Chorale programming. Lead implementation of master programming plan.
- Prepare and track all programming budgets

- Negotiate and administer guest artist and guest conductor contracts, including arrangement and implementation of travel itineraries and accommodations.
- Secure required equipment, instruments, licenses and permits
- Ensure that rehearsals and concerts are properly staffed
- Attend all concerts. Attend rehearsals, as required and/or necessary
- Maintain positive relations, timely communications and contractual oversight with all concert venues used by the Boise Phil. This includes negotiating fees, advance scheduling, and informing venue officials of specific setup needs and requirements for individual events.
- Provide general support and assistance to Music Directors on concert weekends

Personnel Management & Labor Relations

- Participate in musician Collective Bargaining Agreement (CBA) negotiations; oversee implementation of CBA and serve as primary staff liaison with Orchestra Committee.
- Oversee orchestra personnel management; produce annual musician contracts, contract supplemental musicians and complete musician payroll. Maintain positive relations with players and an artistically conducive working environment at rehearsals and concerts.
- Assist Music Director in communications/correspondence with principal players and other core musicians.
- Prepare concert and event rosters needed for the performing and rehearsal activities of the Orchestra and Master Chorale, including records of split orchestras, string reductions, rotation and relieve, rehearsal schedules, personnel lists, parking lists, vacations and requests for time off.
- Maintain records of attendance at all services. Tracks and documents musician attendance records and prepares absentee/tardy letters as needed
- Document and oversee musician disciplinary issues and conflicts, enforcing any necessary corrective behavior or plans of action in accordance with the Collective Bargaining Agreement
- Monitor start and end times of all Orchestra services to ensure compliance with the Collective Bargaining Agreement
- Prepare payroll documents and budget projections related to the Orchestra, extra musicians, overtime, doubling, broadcasts and recording sessions, auditions, etc.
- Oversee the audition and tenure process
- Oversee onboarding and orientation of new musicians and substitute/extra musicians

Education & Community Engagement

- Collaborate with Executive Director on overall vision, strategic planning and development of Boise Phil's education and community engagement programming
- Perform artistic, orchestral and operation duties as described above for production of education & community engagement programs
- Maintain a positive, proactive and ongoing relationship with regional education community, including school orchestra, band and choral teachers, administrators and private music teachers.

POSITION REQUIREMENTS

- Knowledge of orchestral and classical music required
- Demonstrated experience successfully producing concerts and events including securing venues, arranging for equipment, negotiating contracts and on-and-off stage concert protocols. Theatrical production experience a plus.

- Organizational and time management skills, ability to work independently and as part of a group, strong communication skills and community relations experience.
- Strong budget planning, tracking and management experience
- Experience managing and leading teams of people
- High attention to detail and commitment to professionalism
- Experience working with AFM or other labor unions
- Dedication and commitment to engage in and promote diversity, equity and inclusion within the staff, vendors, and within interactions with the local community is a must
- Ability to be on one's feet for extended periods of time and ability to lift materials weighing up to 50 pounds.
- Some evenings and weekends required

COMPENSATION

The annual salary for this full-time, exempt position is \$65,000 - \$75,000 per year and includes a health, dental and vision package with an HSA plan, and retirement plan (employees are eligible for organization match after 1 year of employment), as well as paid vacation and paid personal time off.

APPLICATION INSTRUCTIONS

To apply, please send a cover letter and resume to Laura Reynolds at laura@boisephil.org. The deadline to apply is Friday, January 28, 2022.

COVID-19 HEALTH & SAFETY REQUIREMENTS

This position will require you to interact with employees, patrons, vendors and others who may or may not be vaccinated or recently tested. You will be required to wear personal protective equipment (PPE) and to comply at all times with the Boise Phil's COVID-19 health and safety policies, including testing and vaccination requirements.

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.