

Peoria Symphony Orchestra
Artistic Operations and Community Engagement Manager
TEMPORARY REGULAR FULL-TIME – Exempt; Maternity Leave cover January -May 2023

Reports to: Executive Director

Job Summary: As Artistic Operations Manager, this position covers all aspects of concert production which includes the tasks of Personnel Manager, Orchestra Librarian, Guest Artist and Venue Management. This position also manages the IMA for any concert broadcasts. Additionally, the position covers scheduling of Community Engagement projects, including Resident Artist Week (RAW) artists and incorporating PSO musicians to expand our community engagement initiatives.

Artistic Operations Manager

Budgeting/ Payroll

- Consult with the Music Director on accuracy of artistic budget during the season planning stage and provide updates as necessary
- Advise on projected budget for each concert including orchestra payroll, doubling fees, extra players, etc.
- Provide accurate payroll information in the time requested to ensure that musicians receive timely and accurate compensation for concerts
- Track payroll variations including doubling, extra services, overtime, small ensemble, and audition payments as needed
- Resolve all musician payroll discrepancies

Hiring Musicians

- Maintain close communication/ consultation with the Music Director on all personnel related matters
- Build and maintain rosters for each concert
- Maintain timely communications with all stakeholders (Conductor, Musicians, Staff)
- Maintain master database of musicians (contracted and substitute) with accurate information such as addresses, phone numbers, etc.

Rehearsals/ Concerts

- Attend all rehearsals and concerts
- Manage Stage Manager and Stage crew as required for each service, including IATSE stagehands scheduling (direct reports)
- Prepare call sheets for each concert for communication/ distribution to musicians
- Take attendance, time breaks, and note musician behavior/ professionalism at all services in accordance with the CBA
- Create and approve stage plots for each concert with the Stage Manager
- Serve as Stage Manager when needed, including scheduling and driving U-Haul

Auditions

- Schedule and coordinate all aspects of auditions
- Communicate with the Orchestra Committee when there are position openings
- Create and post advertisements for auditions
- Maintain CBA guidelines regarding auditions

Broadcasts and Streaming projects

- Maintain all reporting for EMA/ IMA projects
- Serve as PSO representative for EMA meetings
- Create master calendar of concert broadcasts
- Manage private use tape agreements
- Work with marketing to determine scope of promotional projects
- Create budgets for marketing projects when compensation is required for musicians
- Maintain archival concert recordings

Music Librarian

- Arrange for the purchase, rental, or borrowing of materials to meet program needs for the orchestra
- Work with publishers when broadcast rights are required on a project basis
- Oversee all aspects of music preparation, including but not limited to editing, proofreading, distribution, and marking of string parts with bowings
- Establish and disseminate a schedule for the bowing process of string parts
- Assemble and arrange music in orchestra folders
- Oversee distribution of music to musicians in accordance with the CBA
- Prepare scores for Music Director (with bar numbers/ rehearsal figures that match the orchestra parts)
- Distribute and collect music at concerts and rehearsals as needed; assist Music Director and musicians with needs related to printed music
- Set conductor's scores and batons for concerts
- Maintain the orchestra's collection of scores and parts; repair and maintain music folders
- Catalogue, inventory, and file music purchased for the orchestra library, maintain accurate inventory, and ensure adequate security
- Track all items borrowed from the library and ensure their timely return
- Prepare list of timing of pieces for concerts
- Review and submit proper documentation for all payments for music and supplies
- Report to all appropriate performance licensing organizations (BMI and ASCAP) all music performed on all concert series; submit for payment the annual fees as required
- During budgeting process, provide projected expense figures for planned repertoire

Guest Artist Hiring

- During the season planning phase, execute negotiations with artists to establish performance contracts
- Draft and send guest artist contracts
- Serve as primary point of contact for guest artist when in Peoria
- Maintain relationships with artist representatives
- Arrange travel, hotel, and hospitality accommodations
- Create and coordinate guest artist schedules
- Manage artist technical riders

Venue Management

- Serve as primary point of contact for each venue
- Create concert "needs sheets" for each concert as appropriate to the venue, including lighting, sound, and front of house needs
- Maintain strong working relationships with venue point of contact/ venue event manager
- Ensure all aspects of production are communicated properly with the venue

Community Engagement Manager

- Identify RAW artists during the season planning process
- Create master calendar at the beginning of each season for artist appearances
- Serve as point of contact for partner organizations
- Hire Musicians for Guild Musical Monday programs
- Maintain schedule of Concertmaster outreach
- Track number of attendees at outreach events for grant reporting
- Work with the Guild on the Student Concert production and scheduling
- Attend all outreach events with artists

Other Administrative

- Screen, interview, and select appropriate internship applicants, with input from appropriate department head
- Maintain internship listings and partnerships at area universities