Title: Manager of Artistic Operations  
Reports to: Artistic General Manager  
Area of Responsibility: Artistic Operations  
Status: Full-Time Exempt

Basic Function:

Oversees all operational activities pertaining to rehearsals and concerts including stage setups, backstage operations, and front-of-house details, and maintaining the master calendar both internally and externally. Works closely with all artistic staff, Denver Arts and Venues, Front of House usher and security staff, and is responsible for ensuring Artistic production operates within approved budgets.

Primary Duties and Responsibilities

1. Orchestra Operations
   - Advances CSA concerts, programs, events, and all aspects of production including backline needs, screens, projectors, etc. as assigned by Production Stage Manager.
   - Acts as “manager on duty” on rotation with Production Stage Manager.
   - Ensures production-related expenses are managed within approved budgets.
   - Monitor and schedule maintenance and repair of all CSA-owned instruments with attention to piano tuning for orchestral performance as well as concerto soloists.
   - Schedules transportation/bussing for when the orchestra travels outside of Denver.
   - Assists in any back-stage tour for artists, donors, Board of Trustee members, patrons, and/or run-out logistical details as assigned.

2. Master Calendar
   - In collaboration with the Artistic General Manager and Orchestra Personnel Manager, helps to manage and maintain the season schedule in SharePoint and all formats including print and electronic versions.
   - Works closely with Artistic General Manager and Orchestra Personnel Manager on schedule changes and communicates effectively with all internal staff and Denver Arts & Venues.
   - Ensures that the calendar reconciles with the data maintained by all third-party venues including Denver Arts and Venues.

3. Facilities
   - Oversees space procurement and reservations at Boettcher Concert Hall, 1245 Champa Studio Spaces, and other venues the CSA performs.
   - Ensures all terms of contract for space rental are adhered.
   - Works closely with Denver Arts and Venues to coordinate the use of Boettcher Concert Hall by outside vendors and any applicable labor or scheduling concerns.
   - Creates and maintains internal vendor’s calendar for Boettcher Concert Hall to share with internal CSA staff.

4. Front-of-House Management/Denver Arts & Venues
   - Creates, maintains, and distributes weekly concert event sheets to convey all FOH logistics to all internal staff, ushers, security personnel, and City staffs.
   - Acts as primary liaison between the Symphony and FOH staff and effectively communicates and problem-solves and issues.
Attends weekly meetings with all Denver Arts & Venues staff and works closely with all Denver Arts & Venues personnel.

Handles all aspects of merchandise sales, including negotiating terms and merchandise contracts, arranging sellers, communicating logistics to city and usher staff, and end-of-night settlement.

Manages relationship with Colorado Symphony Guild Gift Shop as it pertains to Colorado Symphony CD releases, including restock inventory, coordinate payment schedule, and introduce new Colorado Symphony releases.

5. Electronic Media

- Supports electronic media projects as needed; may serve as primary liaison with all involved parties as related to contract fulfillment, scheduling, and distribution.
- Assists with electronic media files that are shared with outside media partners, specifically Colorado Public Radio.
- Works closely with Symphony Audio staff to obtain final recordings, obtains all necessary approvals, and liaises with partner contacts with whom files are shared.
- Maintain archival recording database and quickly provide recordings to staff/musicians/guest artists when requested.

6. Administrative Responsibilities

- Available nights and weekends, as needed, to work rehearsals and/or concerts.
- Attends concerts of the orchestra regularly.
- Utilizes SharePoint to communicate and maintain information within and across departments.
- Performs other duties as assigned by Artistic General Manager.

Qualifications

- Education: Bachelor’s degree preferred

Experience

- 2-years relevant experience in stage production and/or orchestra operations preferred

Knowledge, Skills & Abilities

- Excellent persuasive communication skills, both verbal and written.
- Strong diplomacy skills.
- Ability to work independently and exercise sound judgement.
- Exceptional interpersonal skills, both in person and by phone, with staff members with guest artists, management, patrons, and musicians.
- Consistent professionalism at the highest level and maintain a positive attitude in high stress situations.
- Excellent attention to detail and the ability to manage multiple projects.
- High degree of flexibility in response to daily shifting priorities.
- Knowledge of the Colorado Symphony’s season programs and offerings.
- Ability to create and improve operational efficiency.
- Ability to work nights and weekends, as needed.
• Excellent organizational skills.
• Background in classical music is preferred.

TO APPLY: Send resume to jobs@coloradosymphony.org and reference “Manager of Artistic Operations” in subject line. Due to the large volume of resumes, no phone calls please.

The Colorado Symphony Association is an Equal Opportunity Employer.