



## **SENIOR MANAGER OF CLASSICAL PROGRAMMING**

Colorado Symphony Association (CSA) | Job Description

Title: Senior Manager of Classical Programming

Department: Artistic Programming

Reports To: Chief Artistic Officer

FLSA Classification: Full Time, Exempt

Supervisory responsibilities: Yes

### **Position Profile**

As one of two Senior Managers collaborating with the Music Director, Chief Artistic Officer, and Artistic Committee, this role is primarily responsible for the planning, production, and delivery of the Colorado Symphony's classical programming with excellence. The successful candidate will fully embrace the core values of the Colorado Symphony and bring pride, enthusiasm, and a spirit of innovative risk-taking to this role in support of one of Colorado's most cherished cultural institutions, our amazing Symphony.

### **Essential Duties and Responsibilities**

- Ensure that the Colorado Symphony's Operations, Library, Stagehands, and other partners are fully resourced to support the orchestra in achieving excellence for all performances under this role's purview.
- Direct the planning and delivery of the Artistic Committee's milestones, including organizing a robust schedule of meetings and fostering collaboration with the nine musician trustees who comprise the committee, critical to successful collaboration.
- Serves as the primary liaison between the Artistic Department and the Development and Education Departments to ensure alignment on shared goals and initiatives.
- Steward and maintain a strong working relationship with the Colorado Symphony Chorus, guest artists, conductors, and other members of the arts management community.
- Implements the delivery of the Symphony's statewide initiatives and chamber activities outside of Boettcher Concert Hall. Implement and oversee the Symphony's statewide initiatives and chamber music activities outside of Boettcher Concert Hall, ensuring consistency in quality and delivery.
- Develop and monitor the Artistic Department's operating budgets in collaboration with the Chief Financial Officer, adhering to fiscal guidelines.
- Demonstrate a deep understanding of orchestral repertoire and stay informed of emerging trends in the orchestral field to enhance programming and audience engagement.
- Oversee the responsibilities and professional development of staff conductors, ensuring alignment with institutional goals.
- Serve as the senior representative on duty during assigned performances or events, providing leadership and ensuring smooth operations.

### **Qualifications and Capabilities**

**Required:**

- Bachelor's degree in music, arts administration, or a related field, or equivalent professional experience in the performing arts.
- Significant knowledge of classical music repertoire and the orchestral field.
- At least 5 years of experience in artistic programming, orchestra operations, or a related area, ideally with a professional orchestra or performing arts organization.
- Exceptional organizational and time-management skills, with the ability to manage multiple priorities and deadlines in a fast-paced environment.
- Proven ability to collaborate effectively with diverse stakeholders, including musicians, administrative staff, donors, and community partners.
- Strong interpersonal and communication skills, with a focus on diplomacy, empathy, and teamwork.
- Budget management experience, with the ability to develop and monitor budgets responsibly.
- High attention to detail and a commitment to artistic and operational excellence.

**Preferred:**

- Advanced degree in music, arts management, or a related field.
- Familiarity with union contracts and collective bargaining agreements in an orchestral setting.
- Experience working with choruses or choral ensembles in conjunction with orchestral programming.
- Knowledge of regional and national arts communities, including connections with guest artists and conductors.
- Experience in community engagement initiatives or statewide programming.
- Proficiency with arts administration software or platforms, such as Tessitura or OPAS.

**Physical Capabilities**

- Must be able to walk up and down stairs, and handle the physical demands commensurate with an active administrative position, including lifting up to 35 lbs. of equipment and walking between venues.

**Compensation and Benefits**

- Salary range **\$68,000 – \$78,000** commensurate with qualifications and experience.
- The CSA offers a competitive salary and provides excellent benefits to all full-time employees including:
  - Health insurance – three options to choose from (PPO Base, High Deductible (both 100% employer paid for employee only), or Buy-Up); all at low cost to the employee;
  - Dental, Vision, Voluntary Life/Accidental/Critical Illness, and Identity Theft Insurance;
  - Short-Term and Long-Term Disability Insurance, 100% Employer paid;
  - Paid Family and Medical Leave Insurance, 50% Employer paid;

- Health Savings Account and Flexible Spending Accounts, including Medical and Dependent Care, Employee Assistance Program, and Personal Loan Program;
- Paid time off - vacation, sick leave, seven National holidays, and five floating holidays;
- A 403(b) plan;
- Discounted tickets to CSA concerts;
- Working from home flexibility

### **Work environment**

- The work will take place in a traditional office environment, with the ability to work remotely two days per week. There will be frequent nights, weekends, and holiday work required.

### **How to Apply**

Submit a cover letter and resume to [jobs@coloradosymphony.org](mailto:jobs@coloradosymphony.org). Please put The **SENIOR MANAGER OF CLASSICAL PROGRAMMING** in the subject line of your e-mail. No phone calls please.

*The Colorado Symphony Association is an Equal Opportunity Employer.*