



Venue Operations Project Manager

Colorado Symphony Association (CSA)

Title: Venue Operations Project Manager
Department: Artistic
Reports To: Chief Artistic Officer
Classification: Full-time, Exempt

Shape the Future of a Premier Cultural Institution

The Colorado Symphony Association is seeking an experienced, strategic, and highly analytical Venue Operations Project Manager to lead one of the most complex and high-impact initiatives in our organization's history. This role will guide comprehensive planning and execution during a potential venue displacement period, ensuring the Colorado Symphony continues to deliver artistic excellence while operating in a multi-venue environment.

This is a rare opportunity for a leader who thrives at the intersection of strategy, finance, operations, and the performing arts. You will partner closely with executive leadership, artistic leadership, operations, and the Board to translate complexity into clarity — building structured recommendations, actionable plans, and scalable systems that protect both artistic integrity and financial sustainability.

Position Summary

The Venue Operations Project Manager serves as the strategic and operational lead for the planning and execution of all activities related to the orchestra's temporary displacement during the renovation of Boettcher Concert Hall.

This role requires an exceptional project manager and relationship builder who can bring structure, discipline, and momentum to a highly complex, cross-functional initiative. This role is fully dedicated to evaluating, selecting, and operationalizing the temporary performance strategy while outside of the hall. The Venue Operations Project Manager will provide a rigorous assessment of venue options, lead detailed financial and operational impact analyses, coordinate touring and logistics planning, and design the systems and processes necessary to support a successful multi-site performance model.

This is a highly cross-functional leadership role requiring strong operational expertise, venue and production planning experience, touring logistics capability, advanced financial modeling skills, and comfort leveraging data systems and emerging AI tools to enhance artistic and operational effectiveness.

Working in close partnership with the Chief Artistic Officer and Artistic team, the Venue Operations Project Manager will align programming, venue capabilities, acoustics, scheduling, and patron experience throughout the displacement period.

Essential Duties & Responsibilities

Strategic Assessment & Option Evaluation (Immediate Priority)

Lead the comprehensive evaluation of all temporary venue strategies

Specific responsibilities:

- Organize and lead tours of potential venues in the Denver metro area
- Develop structured evaluation criteria (acoustics, capacity, calendar availability, logistics, brand impact, revenue risk, cost)
- Issue and manage an RFI process to semi-permanent structure firms

- Coordinate conversations with orchestras who have undergone similar displacement
- Build scenario models comparing cost, revenue impact, operational complexity, and risk exposure
- Present structured recommendations with decision matrices and financial implications

Financial & Operational Impact Modeling

Develop comprehensive cost and revenue projections tied to displacement, including:

- Ticket revenue impacts (capacity changes, subscriber attrition risk)
- Earned income variability
- Touring and transportation costs
- Additional production labor
- Instrument storage and insurance
- Venue rental or lease obligations
- Infrastructure investments
- Technology and ticketing integration
- Contingency planning for schedule overruns

Create multi-scenario financial models to inform executive and Board decisions.

Artistic & Programming Alignment

Work in close partnership with the Chief Artistic Officer and Artistic team to:

- Align programming with venue capabilities and constraints
- Assess acoustic feasibility for full orchestra, pops, chamber, and special programs
- Determine instrumentation limitations (if any)
- Develop calendar models across multiple venues
- Ensure artistic standards are preserved during displacement

This role must understand orchestral production needs, musician experience, and stage requirements.

Touring & Multi-Site Operations Planning

Evaluate venue and facility operations on a site-by-site basis, including loading access, backstage/stage configurations, parking and transportation logistics, labor models, front-of-house operations, accessibility and operational readiness. Coordinate and help negotiate venue use terms, rental structures, presenter/promoter models, and related operational agreements in partnership with leadership.

Design and implement the Symphony's operating model while out of the hall, including:

- Load-in/load-out schedules
- Transportation of instruments and equipment
- Storage solutions
- Rehearsal planning
- Front-of-house coordination
- Production staffing models
- Union considerations
- Patron flow and accessibility logistics

Establish repeatable touring systems and documentation to reduce operational risk.

Systems, Tools & AI Integration

Evaluate and implement tools to support artistic operations during displacement:

- Scheduling systems
- Production management tools
- Budget tracking dashboards
- AI-enabled planning or scenario modeling tools
- Data integration across Artistic, Production, Ticketing, and Finance

Identify process gaps and design more scalable workflows suited to a multi-venue environment.

Recommend and implement project management tools, reporting structures, and cross-functional workflows that strengthen coordination not only for the venue displacement, but also across Artistic, Production, Marketing, Ticketing, Finance, and Executive planning initiatives.

Comfort working with data systems and emerging AI tools is required.

Implementation & Execution During Displacement

Once a strategy is selected, this role will lead the execution, including:

- Finalizing venue agreements
- Coordinating production and calendar integration
- Managing timelines and deliverables
- Tracking financial performance against projections
- Monitoring patron retention indicators
- Adjusting operational strategies in real time

This role remains accountable throughout the displacement period, not just during planning.

Qualifications & Experience

Required

- 8–12+ years of project management experience in complex operational environments
- Strong financial modeling and budget management experience
- Demonstrated ability to manage multi-site logistics
- Strong stakeholder management and communication skills
- Experience translating venue/facility realities into workable operating plans
- Ability to drive multiple parallel workstreams with rigor and clarity
- Experience leading cross-functional teams without direct authority
- Advanced organizational and documentation skills
- Strong analytical and system-thinking mindset
- Diplomacy, judgement, and executive presence
- Comfort with technology platforms and AI-enabled tools

Preferred

- Experience managing orchestral touring or temporary venue transitions
- Experience evaluating modular or semi-permanent performance structures
- Familiarity with acoustic considerations for symphonic performance
- Experience in change management during institutional transition
- Experience in performing arts operations, venue management, or touring production

Compensation and Benefits

Salary Range: \$100,000 – \$125,000 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/Accident/Critical Illness/Hospital Indemnity, 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)-retirement plan.
- Discounted tickets to CSA concerts.
- Work from home flexibility on Mondays & Wednesdays

How to Apply

Please submit a cover letter and resume to jobs@coloradosymphony.org. Please include “Venue Operations Project Manager” in the subject line of your email.

The Colorado Symphony Association is an Equal Opportunity Employer.