

RICHMOND SYMPHONY

Title Director of Artistic Planning & Orchestral Operations
Dept Artistic & Operations

Reports To Executive Director
Classification Exempt

Job Summary

Join a highly accomplished team in a city dedicated to growing arts and culture as the Director of Artistic Planning & Orchestral Operations. One of the only orchestras to continue playing to both live and virtual audiences throughout the pandemic, the Richmond Symphony has purposely worked to reimagine the music experience for ways to connect more deeply with the Richmond community, and to bring the power and enrichment of music to participants of all ages, regardless of their prior knowledge of or interest in classical music or traditional symphony performance.

As the Director of Artistic Planning & Orchestral Operations your primary goal will be to move this work forward, post-COVID, and under a new strategic plan dedicated to amplifying Richmond's unique community vitality through the power of music as a living art form, the delivery of new musical experiences, advancing our artistry in a way that not only creates a stronger musical presentation but that encourages and builds relationships and connections between listeners, learners, and artists. Specifically, the Symphony has dedicated resources to actively seeking opportunities to listen to and learn from Black, female, and historically underrepresented voices, artistically and otherwise, and to work in collaboration to provide opportunities that musically celebrate and enrich both historic and current Richmond Neighborhoods and their respective residents and businesses.

The Director of Artistic Planning & Orchestral Operations works directly with Music Director Valentina Peleggi, Executive Director Lacey Huszcza, Composer-in-Residence Damien Geter, staff conductors, the Chorus Director and guest conductors to design, program and execute a season of full symphony (69 roster musicians), chamber orchestra and chamber music programs spanning a variety of eras, maintaining a diverse representation of composers, guest artists, conductors and artists in residence, throughout a season of 60 Symphony presented programs, runouts and contract services spanning a 39-week season and several summer presentations.

If you are a dynamic orchestra management leader excited to work through challenges and opportunities alongside with musician leadership, to build and strengthen orchestra operations, and ready to use your strong knowledge of repertoire (both historical and living), to take on the challenge of continuing to build community through music, this is the job for you!

Job details, responsibilities & criteria:

The Richmond symphony seeks someone matching the following profile:

Prior Experience

- History of working alongside Orchestra Committees and Union Reps to achieve smooth and positive working environment
- Track record of bringing order to chaos through communication, systems and processes

- History of artistic programming that fuels connection and resonance between listeners, learners, and artists – bringing both known and unknown composers and works to the stage
- Proven capable of handling complex budgets, expense controls, financial approvals and forecasting
- Demonstrated success working alongside Music Directors and other Artist decision-makers to shape programs that build artistry and engage musicians
- Managed internal teams of 3 or more people

Strengths

- Capable of working with a wide variety of artists, anticipating needs, and shifting quickly to meet demands of the day
- Highly flexible in time-management with the ability to complete a wide variety of tasks on-deadline within a dynamic and changing environment
- Knowledge of repertoire that spans centuries, including current, living composers and historically under-performed composers and repertoire
- Ability to remain calm cool and collected in potentially stressful situations, and to bring calm and clarity to others both proactively and reactively
- Committed learner – adept in the most up-to-date industry happenings with programming, composers, pops and innovative industry trends in presentation styles
- Equally comfortable thinking about big picture and executing on the smallest of details
- Persistence, resourcefulness, and follow-through

Style

- Team-oriented leader who communicates effectively to improve performance of the entire team
- Collaborator ready to work alongside marketing, fundraising, education and community engagement teams to meet organizational needs with operational efficiency & artistic oversight
- Adept at balancing project ownership and action with collaboration and artistic oversight

Responsibilities

- Building relationships and overseeing working environment of orchestra members, chorus, artistic staff and artist residencies – creating the ecosystem for a healthy, happy culture
- Chief liaison with main performance hall and other presenters/partners operations staff, ensuring proper staffing and support is in place for all performances
- Responsible for \$5M Artistic/Production operating budget for all concert and community programming – including multi-year budget planning, monthly forecasting of expenses and revenue, regular and proactive expense submissions and approvals.
- Management & oversight over all orchestra and chorus operations, artistic and operations staff, artistic programming including:
 - Managing consistent and quality rehearsal schedules and environment from service time management to venue relationship
 - Commitment to shaping the sound of the Richmond Symphony and Richmond Symphony Chorus building on the artistic vision of Music Director Valentina Peleggi to working to meet her artistic goals for the ensemble and create dynamic concert programming under her direction
 - Oversight over building concert and community programming that both advances artistry, grows and engages audiences and meets with Collective Bargaining Agreement requirements, dates, and needs
 - Work with Music Director, and staff Conductors to program Symphony, Pops, Chamber Orchestra and chamber music series and programs
 - Manage team of 6 administrative staff, three staff conductors

- Communicate artistic plans and needs with other departments and board
- Manage Artistic Advisory committees of the Board and Musicians
- Work with Chorus Director and Music Director to create artistic plans, concerts and goals for the 140 volunteer voice Richmond Symphony Chorus
- Advise Education & Richmond Symphony School of Music calendaring, planning & programming as needed
- Management of contracted services (direct revenue responsibility for \$500,000+ contracted services), seeking revenue opportunities as well as opportunities for impact and reach, working with partners to achieve shared goals and artistic success.
- Inquiring, hiring and negotiating all contracts with guest artists, shows and media entities
- Active part of bargaining team, managing Collective Bargaining with Union, handling side letter details when/where necessary, and continually maintaining positive relationship with union representation from AFM Local 123, AFM, and ROPA
- Develop artistic talent in the orchestra, chorus and youth orchestras through collaborations with artists in residence, composers and creative directors
- In conjunction with Music Director and Executive Director, build a robust commissioning plan for the Symphony, Chorus & Youth Orchestras and a plan to connect composers and their music to the lives of our performers and audiences
- Maintain knowledge of historic and living composers and repertoire, dedicated to programming diverse composers and guest artists throughout all series, commissioning works from a diverse pool of composers, and consistently working to expand the orchestral, choral and chamber repertoire to include voices of black, female and historically underrepresented artists of all kinds

Requirements

- Significant responsibility and impact in prior roles
- Conflict Resolution Skills
- 7-10 years experience in orchestra operations and/or artistic planning
- Music degree strongly recommended
- Savvy time manager & agile multitasker
- Managed a team of 3 or more
- Ability to work independently with minimal supervision
- Willingness to work on location in downtown Richmond
- Availability to work a robust schedule of rehearsals, performances, office time and community engagement events
- Working knowledge of Word, Excel, PowerPoint, Google Docs and Google Calendar. OPAS a plus.

Benefits & Salary

- Benefits include health insurance, self-funded dental insurance, 403(b) account, paid time off, optional instrument insurance, free parking
- Annual salary \$85,000-98,000

To Apply

- Applications will be accepted and reviewed until the position is filled.
- Applicants must submit a resume, cover letter and three professional references.
- Any offer of employment is contingent upon a background check.
- Submit materials to artistic@richmondsymphony.com

The Richmond Symphony is an Equal Opportunity Employer. The Symphony embraces diversity and equal opportunity in a serious way. We are committed to building a team that represents a variety of backgrounds, perspectives and skills.