

## Orchestra Operations Assistant Manager

**Dates of Employment:** May 16 – August 11, 2019

**Reports To:** Orchestra Operations Manager, Director of Production

**Supports:** Artistic Director, Conductors, Production Staff, Ensembles Manager, Musicians.

### Summary

The Orchestra Operations Assistant Manager is the right hand to the Orchestra Operations Manager and helps oversee a ten-person Orchestra Stage Crew at the Brevard Music Center. This team is responsible for the setup and needs of multiple orchestras, chamber ensembles, and special events in a six-and-a-half-week festival. The Orchestra Operations Assistant Manager is expected to work closely and effectively with the Orchestra Operations Manager and the Director of Production. They will also, as directed by the Orchestra Operations Manager, work with the Director of Artistic Planning, Artistic Coordinator, Ensembles Manager, Librarians and Conductors to ensure that all needs and deadlines are met. Holistic effective communication and dissemination of information is essential to the successful execution of this position.

### Duties and Responsibilities

- Assist in the preparation, load-in, stage managing, and load-out of all Orchestral Activities, with specific focus on the Whittington-Pfohl Auditorium with the help of a ten-person Stage Crew team.
- Work with the Orchestra Operations Manager to facilitate clear communication regarding Orchestral needs and strategies for executing day-to-day operations smoothly and effectively.
- Document all Orchestral needs as directed.
- In collaboration with Orchestra Operations Manager, oversee and manage all Chamber Series concerts and Opera pit orchestras.
- Work with Orchestra Operations Manager to oversee, schedule and train the Stage Manager of Orchestra, Assistant Stage Managers of Orchestra, all Stage Crew Apprentices and assigned work study students in the correct and efficient set-up of orchestras and ensembles.
- As assigned, help organize and run the weekly Orchestra Information Meeting. Meet with Orchestra Operations Manager and production management to discuss daily and weekly schedules and challenges.
- Collaborate with sound, lighting, recording and front of house departments to ensure all production needs are met in rehearsals and performances as directed.
- Work with Orchestra Operations Manager to schedule all piano tunings with at least 48-hour notice. Create tuning schedule for piano tuner as directed.

- Help oversee and monitor all Brevard Music Center owned and rented musical instruments.
- Work with Orchestra Operations Manager to create/ approve all rehearsal reports, concert run sheets, concert information sheets, and concert reports for orchestral events as well as complete any necessary accident reports. Send all reports to necessary personnel.
- Collaborate to ensure all spaces are equipped with safety equipment, first aid kits and appropriate tool kits.
- Other related duties as assigned by the Orchestra Operations Manager and Director of Production, reports to the Orchestra Operations Manager and Director of Production.

## **Qualifications**

- Previous orchestral and backstage experience is required.
- Understanding and facilitation of organizational, departmental and inter-departmental channels of communication.
- Maintain calm under pressure and receive/ intake information from multiple sources that you quickly prioritize and act upon if deemed appropriate.
- Above all, must possess a positive attitude, a sense of humor, and ability to work well in a team dynamic.

## **Requirements**

- Complete satisfactory background check
- Must have valid state driver's license and possess a clean driving record

## **Compensation**

- Includes a season stipend paid bi-weekly, full board, and on-campus housing

Review of applications will begin on **January 1, 2019** and continue until the position is filled. Applications are made through email only. Interested parties should send a cover letter, resume and references to:

### **Andrea Boccanfuso**

*Director of Production*

Brevard Music Center

[aboccanfuso@brevardmusic.org](mailto:aboccanfuso@brevardmusic.org)

*Brevard Music Center is a summer institute and festival. Over four hundred young musicians from around the country come each summer to study and perform in over 80 concerts ranging from orchestra to opera, chamber music and pops. As a matter of policy, the Brevard Music Center does not discriminate on the basis of race, sex, color, creed, national origin, age or individual handicap in the recruitment and admission of students, the recruitment and employment of its faculty and staff, or the operation of any of its programs and activities.*