Orchestra Operations Manager

Dates of Employment: May 16 – August 11, 2019
Reports To: Director of Production
Supports: Artistic Director, Conductors, Production Staff, Ensembles Manager, Musicians.

Summary

The Orchestra Operations Manager oversees 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 Manager is expected to work closely and effectively with the Director of Production, 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

- Manage 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.

- Facilitate clear communication regarding Orchestral needs and strategies for executing day–to-day operations smoothly and effectively.

- Document all Orchestral needs.

- Oversee and manage all Chamber Series concerts and Opera pit orchestras

- Directly 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.

- Organize and run the weekly Orchestra Information Meeting. Schedule meetings with production management to discuss daily and weekly schedules and challenges.

- Communicate with sound, lighting, recording and front of house departments to ensure all production needs are met in rehearsals and performances.

- Schedule all piano tunings with at least 48-hour notice. Create tuning schedule for piano tuner.

- Oversee and monitor all Brevard Music Center owned and rented musical instruments.

- 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.

- Make sure all spaces are equipped with safety equipment, first aid kits and appropriate tool kits.

- Other duties as assigned by the Director of Production, reports directly to the 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

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.