



# ROGUE VALLEY SYMPHONY

Rogue Valley Symphony

Job Title: Operations Manager  
Classification: Full-time exempt  
Location: Ashland, OR (in-office, some off-site and remote work)

## About the Rogue Valley Symphony

The Rogue Valley Symphony has performed in Southern Oregon since 1967. Now with more than 70 players, performing concert series' at three different venues: Ashland, Medford, and Grants Pass, the Rogue Valley Symphony continues its mission to bring a live orchestra music to the communities in which we work.

## About the Role

The Operations Manager (OM) is responsible for ensuring the scheduling and production of all orchestral concerts, rehearsals, tours, and special events for a yearly concert season and for overseeing the general operations of the organization. All work is expected to run smoothly, effectively, with attention to fiscal responsibility. The OM works closely with both the Executive Director and Music Director to prepare RVS internal and external stakeholders to successfully perform a concert season. The OM supervises the Personnel Manager and Stage Manager to ensure personnel and production needs are met for each concert. The ideal candidate should have a background in arts administration, music, concert production, artist management, music education, and/or stage management and a minimum of three years experience in the performing arts and/or non-profit management.

## Responsibilities

- Preparing orchestra rosters based on repertoire selected by the Music Director
- Maintaining musician database, including basic data management and accurate record keeping for past, current, and future seasons
- Writing and administering contracts for orchestra musicians, solo artists and any and all special contracts.
- Scheduling venues for rehearsals and performances, and coordinating these schedules with orchestra members and guest artists
- Budgeting appropriately for concerts, including musician and stage crew wages, equipment rentals, sheet music rental and licensing, and more.
- With the Executive Director, communications with guest artists and their management to coordinate travel, practice needs, and other contractual obligations
- General office administration, including clerical work, responding to phone calls and emails, and customer service tasks. This position requires the ability to learn and execute box office procedures.
- Prepare concert programs for print, including working with designers, soliciting advertisers, coordinating proofreading, and ensuring timely delivery
- Work closely with RVS staff on marketing, fundraising, and other administrative tasks

- Oversee all day to day office operations. Maintain operational leases; supervise supplies budget; ensure office is staffed at all times; maintain all operational leases

## **MINIMUM REQUIREMENTS**

- Demonstrated commitment or belief in the mission of the Rogue Valley Symphony.
- Bachelor's Degree or equivalent.
- Minimum of 3 years successful experience in stage ops, venue management, non-profit administration, stage management or related activities, including excellent database skills.
- Flexible, outgoing, and friendly personality with the ability to meet new people easily and handle difficult and stressful situations with ease
- Proficient in Microsoft Office and Google Workspace (Gmail, Calendar, Docs, etc) experience in ticketing and donor management software a plus but not required.
- Knowledge of recording technology and electronic media is a plus
- Understanding of the fundamental principles of customer service
- Working knowledge of basic computing environments (Windows, Google Suite, Office 365, Zoom, etc)
- Working knowledge of orchestral repertoire and classical music
- Oregon Drivers License
- Ability to work evenings and weekends when needed.
- Able to lift and carry up to 30lbs; stand for long hours.

## **WORK SCHEDULE AND COMPENSATION**

- Position is full time, 40 hours per week. Overtime will be required during concert weeks. Work schedule may adjust in relation to concert weekends and events, and is coordinated with the Executive Director. Starting salary is based on experience, beginning in the range of \$48,000/year. This is a full-time exempt position. Benefits for full-time staff currently include a health insurance stipend, sick leave, paid time off and an opportunity to participate in a Simple IRA retirement savings plan with matching contributions by RVS.

The Rogue Valley Symphony does not discriminate on the basis of race, color, national origin, sex, religion, age, sexual orientation, disability or any other characteristic protected by law.

## **GENERAL INFORMATION**

APPLICATION DEADLINE: Jul 7, 2023  
 APPLY TO NAME: Joelle Graves, Executive Director  
 APPLY TO EMAIL: director@rvsymphony.org  
 APPLICATION PROCEDURE:  
 Send or email resume, cover letter, and list of current references to:  
 P. Joelle Graves  
 33 N. First Street  
 Ashland, Oregon 97520  
 (541)708-6402  
 director@rvsymphony.org