

# Director of Artistic Operations

## Job Description



**The Rhode Island Philharmonic Orchestra & Music School (RI Phil)** seeks a dynamic **Director of Artistic Operations (DAO)** to oversee all activities of the professional orchestra and act as a liaison for other concert-related activities. RI Phil is one of the finest regional orchestras in the nation and possesses the most comprehensive education programs of any professional orchestra. As such, RI Phil is redefining the musical arts organization of today, with equal priority given to artistry and education. Quality, access, diversity, equity, and collaboration are core values.

This position reports to the Executive Director (ED) and supervises two positions: the Orchestra's Production & Personnel Assistant (PPA) and the Librarian. The selected candidate will partner with Music Director Ruth Reinhardt and ED David Beauchesne to fulfill RI Phil's artistic mission and vision as the organization begins the Reinhardt era. The DAO will also work with Principal Guest Conductor Robert Spano and other exceptional guest artists, RI Phil's Artistic and Orchestra Committees, other dedicated members of the staff leadership team, key vendors and community partners.

The Orchestra rehearses and performs for eleven (11) core weeks, September through June, including 8 Classical/Rush Hour/Open Rehearsal Weeks, and 1 week each for Messiah, Link Up Education Concert and Gala. The summer season typically includes 4, one-day outdoor Summer Pops concerts. Other fee-for-service pops concerts are scheduled year-round pending demand, with an average of four per year and a typical schedule of one or two days per concert.

### Primary Responsibilities: Artistic Planning & Operations

- Create and maintain the master orchestra calendar and all conductor and guest artist schedules
- Maintain data on OPAS, including the calendar, program information, and artist details
- Manage artistic planning, including the meeting schedule (in coordination with the ED and Executive Coordinator) for relevant staff, consultants, and the Artistic Committee
- Plan all RI Philharmonic Orchestra services in consultation with relevant staff and in compliance with the Collective Bargaining Agreement
- Work with the ED, Director of Finance and others to develop, monitor, and manage the Artistic Operations budget
- Contract and communicate with guest artists/artist management regarding fee, lodging, travel and schedule
- Serve as liaison with primary venue (The VETS) and other venues and presenting organizations
- Ensure all concert-related contracts and invoices are accurate and payments are made in a timely fashion
- Respond to conductor, guest artist and musician requests, problems and issues in a manner consistent with RI Phil standards and communicate requests as needed to the Executive Director in a timely manner
- Supervise the Orchestra Librarian in procuring scores and parts, along with appropriate rights and performance licenses, reporting to the appropriate performing rights organizations (ASCAP, BMI, etc.) and cataloging in OPAS
- Coordinate Education Department activities and any special projects using stage crew and/or Orchestra members, and support youth ensemble performances and Music School and community events that utilize The VETS
- Manage scheduling and contracts for chamber music concerts; oversee relevant production needs
- Support board and donor-related events with artistic and/or production needs
- Proofread and edit artistic program book content, press releases and other public-facing, program-related copy

### Primary Responsibilities: Concert Production

- Oversee detailed production needs, including equipment rental, staging requirements and other logistics
- Manage facility procurement and scheduling details
- Work with the PPA, other staff and vendors to organize and produce all Orchestra run-out concerts
- Coordinate production for all concert recordings and broadcasts; serve as a point of contact with engineers
- Ensure that all media capture and distribution are done in accordance with the Integrated Media Agreement (IMA) and, in consultation with the Director of Finance, report annually to the Employer's Electronic Media Association (EMA) of any compensation and pension contributions paid to RI Phil musicians under the IMA

## Primary Responsibilities: Orchestra Personnel

- Schedule and set agendas for Orchestra Committee meetings
- Coordinate audition process for replacement or addition of permanent orchestra musicians in collaboration with the Music Director and Orchestra Committee, and with support from the PPA
- In coordination with the PPA, ensure that all lists of extra and substitute musicians are well maintained, approved by the Music Director and appropriate Orchestra Principals
- In coordination with the PPA, oversee the hiring of extra and substitute musicians in a manner consistent with RI Phil artistic standards and Music Director guidelines
- Prepare and disseminate Orchestra season schedules and Individual Player Agreements
- Monitor compliance with the Collective Bargaining Agreement (CBA) and ensure the best possible physical working conditions for RI Philharmonic Orchestra musicians in all situations
- With the PPA, collectively log and respond to personnel complaints with regard to working conditions
- With the PPA, collectively log and address orchestra member attendance, tardiness, or other CBA infractions

## Essential Qualifications

- Eight or more years of experience in operations for a performing arts organization, including supervisory roles
- Working knowledge of orchestral repertoire and performance practices
- Financial management and/or budgeting experience
- Demonstrated reliability, flexibility and professional presentation
- Outstanding communications skills and team-building capabilities
- Ability to contribute to a positive, collegial, good-humored work atmosphere to get results in a fast-paced, high pressure, deadline-oriented environment
- Computer proficiency including Microsoft Office Suite and OPAS Orchestra Management Software preferred
- Experience working successfully with a variety of personalities, including high-profile artists
- Bachelor's degree in music or related field

## Compensation

Salary of \$65,000 or higher. Actual starting salary will be commensurate with experience.

## Benefits

- Individual health insurance paid in full by Employer
- Individual dental insurance paid in full by Employer
- Generous Paid Time Off
- 403(b) with up to 3% Employer match

*RIPO&MS is an equal opportunity employer. All qualified applicants will receive consideration without regard to race, color, religion, gender, sexual preference or orientation, gender identity or expression, national origin, age, ethnicity, disability, protected veteran status, or marital status.*

**To apply**, please send a cover letter, resume and references to [jmedeiros@riphil.org](mailto:jmedeiros@riphil.org) by February 23. The subject line of the email should state "Applicant: Director of Artistic Operations". No phone calls please.