



**Buffalo Philharmonic Orchestra Society, Inc.**  
**Job Description**

**Job Title:** Operations Assistant

**Date:** August 2021

**General Description:**

As a member of the Operations department, the person in this position is a support position to the entire Buffalo Philharmonic Operations team.

**Specific Responsibilities:**

**BPO Operations Department related duties:**

- Helps to general administrative support and day to day logistics of the BPO Operations department.

**BPO Operations production related duties:**

- Schedule and coordinate all piano tunings for the BPO, KMH and Clement house
- Schedule archival recording schedule in collaboration with the Vice President, Artistic and Orchestra Operations
- Coordinate logistics for BPO recording sessions under the supervision of the Operations Manager
- Schedule non-backline instrument rentals
- Research and obtain props, wardrobe, costumes, or other related items as required for concert productions in conjunction with other team members
- Participate in monthly department-wide BPO/KMH event operations review meetings, weekly Operations team, and meeting with BPO Operations Manager
- Provide support to the BPO Operations Manager during large scale productions
- Maintains backstage supplies including laundering of towels
- Implement guest artist details as per rider requirements – hospitality with KMH concessions department etc.
- Act “manager on duty” (In rotation with the Vice President, Artistic and Orchestra Operations, BPO Operations Manager).
- Provides support assistance for runouts and tours.
- Other duties as assigned by the Vice President, Artistic and Orchestra Operations and BPO Operations Manager

**Position Requirements:**

Bachelor degree in liberal or performing arts or equivalent. Prior experience with in a performing arts venue or with music, theater, or dance organizations. Strong verbal and written communication skills are essential. Must be able to work well with orchestra musicians, be understanding of their needs, and able to address those needs or to translate those needs to the responsible stage, technical and production personnel.

**Hours:** This position is a part time position. 25 hours a week, \$16.50 an hour. Hours are flexible and the schedule is built around the concert schedule and the department needs for the week.

**Primary Reporting Responsibility:** BPO Operations Manager with a dotted line to the VP of Artistic & Orchestra Operations

**Application process:**

Please submit a cover letter and resume to Alison Bolton, Vice President, Artistic and Orchestra Operations by 9.1.21, [abolton@bpo.org](mailto:abolton@bpo.org).

**Equal Employment Opportunity Statement:**

The Buffalo Philharmonic Orchestra maintains a policy of non-discrimination with respect to employees and applicants for employment. No aspect of employment within the Buffalo Philharmonic Orchestra will be influenced in any manner by race, color, national origin, gender, gender identity, sexual orientation, age, religion, creed or disability or any other basis prohibited by law.

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964: The Buffalo Philharmonic Orchestra is in compliance with Title VI of the Civil Rights Act of 1964 which maintains that no person in the United States shall, on the ground of race, color, or national origin, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.