



Buffalo Philharmonic Orchestra Society, Inc.
Job Description

Job Title: Operations & Personnel Assistant

Date: September 2022

General Description:

This is a full-time member of the Operations department, the person in this position is a support position for the operations and personnel departments. As a member of the Operations department, the person in this position is the communications hub for the department. Ensuring that all logistics on both the production and personnel side are clearly communicated to all needed parties so that the organization functions on the highest level possible.

Specific Responsibilities:

BPO Operations Department related duties:

- Manages the day to day logistics of the operations department running. This includes, but is not limited to:
 - Tracking of BPO Operations budget
 - Processing department invoices
 - Creation and distribution of the Concert Information Sheets.
 - Creation of Guest Artist contracts after the contract details are received from the Vice President, Artistic and Orchestra Operations.
 - Tracks all contracts making sure that all needed tax forms and Artist payment forms have been received so that payment can be processed in a timely manner.
 - Helps to maintain the Guest Artist Budget.
 - General administrative support to the Vice President, Artistic and Orchestra Operations.

BPO Operations production related duties:

- Schedule and coordinate all piano tunings for the BPO, KMH and Clement house
- Coordinate logistics for BPO recording sessions under the supervision of the Operations Manager
- 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
- Implement guest artist details as per rider requirements – hospitality with KMH concessions department etc.
- Maintains backstage supplies including laundering of towels
- 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

BPO Guest Artist related duties:

- Works with the Vice President, Artistic and Orchestra Operations to manage and track all Guest Artist contracts.
 - Working with Finance that all tax documentation are received
 - Obtaining any Guest Artist Buyouts

- Works with guest artist managers to coordinate travel and logistics for the guest artist. This includes:
 - Preparation of artist visas under the supervision and direction of the Director of Artistic and Orchestra Operations.
 - Prepare guest artist itinerary
 - Arrange for guest artist travel and hotel accommodations and local ground transportation (whether car service or volunteer drivers, or this position).
 - Coordinates guest artist complimentary ticket needs
 - Point person for guest soloists, guest conductors.

BPO Personnel Management duties:

- Assist with audition process:
 - Audition prep: post signs, prepare music, meal orders for audition committee, etc.
 - Run orientation for audition assistants
 - Supervise audition assistants
 - Welcome and check in candidates
 - Escort candidates to warm up rooms and on stage at their scheduled time
- Keep online musician portal updated with current rosters, schedules, rotations, etc.
- Post schedules, rosters, and rehearsal orders backstage for musicians
- Distribute and collect sub/extra employment paperwork
- Assist with hiring subs and extra musicians as needed
- Personnel on duty in rotation with the Personnel Manager
- Coordinates BPO Musician Complimentary tickets.
- Other duties as assigned

Position Requirements:

Prior experience within a performing arts venue or with music, theater, or dance organizations preferred. 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.

The position is available immediately and offers medical insurance, paid vacation, a 401 (b) 3 retirement plan among other benefits. Interested persons should send a cover letter and resume to abolton@bpo.org. No phone calls please.

Primary Reporting Responsibility: BPO Operations Manager with a dotted line to the Vice President of Artistic and Orchestra Operations

Application process:

Please submit a cover letter and resume to Alison Bolton, Vice President, Artistic and Orchestra Operations by 9.30.22, 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.