



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

**Job Title: Vice President, Artistic & Orchestra Operations**

**Date:** December 2022

The VP, Artistic & Orchestra Operations is a member of the senior management team reporting to the President & Executive Director, responsible management and leadership of the operations department including, development and implementation of concert series, coordination of all matters pertaining to orchestra personnel, logistics and communications, as well as recording/broadcast activities. The scope of BPO concerts takes place over 38 weeks, including a winter and summer season, and upwards of 120 concerts and 180 rehearsals annually.

**Responsibilities include:**

1. Identifies strategic artistic and operational issues for consideration in formulating annual and long range program plans for the BPO; Works closely with artistic leadership and staff and “owns” the long range artistic plan document, reviewing and updating as needed but at least annually.
2. Creates annual master calendar of BPO concerts, activities, deadlines etc, and prepares and monitors quarterly operating plan for department.
3. Books and negotiates contracts with guest artists for all such activities; develops repertoire as needed in partnership with Music Director, Principal Pops Conductor and others; Develops concert offerings in partnership, and with appropriate input from others.
4. Assures that scheduling and planning of such orchestra and electronic media services are completed within suitable timeframes (i.e. marketing and musician CBA deadlines, etc.), reflect the appropriate input of involved parties, are reviewed by (with) BPO management team and orchestra leadership, when appropriate, and are executed accordingly.
5. Leads implementation of such orchestra activities including personnel, concert production, venue selection and contracts, run-outs and tours, ensuring compliance with provisions of the musician CBA, and is a primary BPO liaison to staff at Kleinhans Music Hall and other venues (front of house, etc.) on concert nights (concert duty), thus ensuring professional environment for all performance, except that concert duty will be a rotating responsibility.
6. Ensure that policies are developed/implemented to encourage fair and equal treatment for all musicians, good communication with the orchestra and venue staff.

7. Leads and coordinates high level personnel searches when necessary, such as Concertmaster and staff conductors
8. Prepares annual budget for operations department with assumptions, documentation and analysis. Monitors, maintains and reports on operations department budget on monthly basis working in concert with Finance Department; suggests and implements corrective measures, when necessary.
9. Supervises operations department staff including direct reports of Director of Concert Production, Production/Personnel Assistant, Personnel Manager, and Principal Librarian; indirect supervision of library staff and stagehands.
10. Develops and maintains approved job descriptions for all personnel in department. Completes performance evaluations by August 1<sup>st</sup> each year, encouraging and guiding employees to maintain high performance levels and positive work ethic and taking corrective action when necessary; ensures that established personnel practices are maintained, provides for appropriate training of staff and complies with Equal Opportunity regulations.
11. Manages regular meetings of the operations staff to ensure production, artistic, orchestra personnel, venue and library information is communicated effectively within the BPO and to Kleinhans Music Hall staff.
12. Participates with President & Executive Director and potentially leads CBA and IATSE negotiations, including identifying and researching bargaining issues and developing recommendations on bargaining positions for consideration; maintains accurate record of all bargaining sessions, caucuses and correspondence; resolves grievances when and if they arise.
13. Assists President & Executive Director with special projects as needed and participates as key member of senior staff.
14. Responsible for scheduling and management of BPO Artistic Advisory Committee and is primary liaison to BPO Orchestra Committee.

**Requirements:**

Bachelors' Degree; extensive musical knowledge; 5-7 years orchestra management experience; experience in negotiations, logistics, recording.

**To Apply:**

Please e-mail Barbara Strother at [strotherb@aleroninc.com](mailto:strotherb@aleroninc.com) with resume and cover letter.