



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

**Job Title:** Orchestra Operations Manager

**Date:** December 2024

**JOB SUMMARY**

The Buffalo Philharmonic Orchestra seeks a full-time **Orchestra Operations Manager** to manage orchestra operations and production activities.

The **Orchestra Operations Manager** is responsible for ensuring that the scheduling and production of concerts, rehearsals, tour, run-outs, and special events run smoothly, effectively, and in a financially responsible manner. Position also works closely with the Vice President Artistic and Orchestra Operations and Operations and Personnel Assistant to coordinate and plan guest artist schedules and logistics.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Act as the primary Operations liaison for the BPO.
- Advance BPO concerts, programs. Including all Classical, Pops, Rock, and Education programming.
- Plans, coordinates, and manages all aspects of concert production at all venues used by the BPO, this includes site visits and advancing of all productions done by the BPO.
- Oversight and management of stage crew, including:
  - Crew schedule and payroll.
  - Create stage plots and supervise set up.
  - Generate and distribute production sheets and other paperwork for operations staff and stage crew.
- Coordination and oversight of all backstage activities associated with the BPO schedule including stage management, coordinating backline, lighting, and audio equipment.
- Coordinates transportation of Orchestra equipment for all run-out concerts.
- Act as primary “manager on duty” for all BPO rehearsals and performances. (In rotation with the Operations Assistant and the Vice President of Artistic and Orchestra Operations).
- Assist Vice President Artistic and Orchestra Operations with development of annual production budgets, projections, and tracking of actuals throughout the year.
- Creates and maintains production calendar for all BPO activity.
- Works with the Vice President Artistic and Orchestra Operations to generate and maintain the calendar of orchestral services.
- Schedule archival recording schedule in collaboration with the Vice President Artistic and Orchestra Operations.
- Coordinate and run the weekly Operations team meetings.
- Works with the Vice President Artistic and Orchestra Operations to manage and track all Guest Artist contracts.
  - Oversight of Operations assistant to make sure that:
    - Guest artist travel and production logistics for are coordinated including:
      - Preparation of artist visas under the supervision and direction of the Vice President Artistic and Orchestra Operations.
      - Preparation of guest artist itineraries

- Arrangement of guest artist travel and hotel accommodations and local ground transportation (whether car service or volunteer drivers, or this position).
- Schedule non-backline instrument rentals.
- Monitor and schedule maintenance and repair of all BPO-owned instruments.
- Research and obtain props, wardrobe, costumes, or other related items as required for concert productions in conjunction with other team members.
- Schedule bus transportation for the orchestra, choruses, and other large groups.
- Master piano tuning schedule.
- Anticipate and respond to the needs of the orchestra, guest performers, and conductors.
- Monitor compliance with the terms and conditions of the Orchestra Master Agreement.
- Participate in reviewing and negotiating the renewal of agreements with the American Federation of Musicians and International Alliance of Theatrical Stage Employees.
- Other duties as assigned.

#### **QUALIFICATIONS AND CAPABILITIES:**

- A minimum of two (2) years increasingly responsible orchestra operations experience.
- Knowledge of classical music and symphonic repertoire.
- Ability to work independently with minimal supervision and to exercise sound judgment.
- Strong organizational skills and the ability to multi-task and maintain high quality and high safety standards.
- Ability to communicate effectively and professionally both orally and in writing.
- Demonstrated experience with labor union practices and labor relations.
- A flexible and collaborative work style and the ability to interact professionally with a wide variety of constituents.

Reporting to the Vice President Artistic and Orchestra Operations, the Orchestra Operations Manager is part of a 6-person department that also includes Orchestra Librarians, Orchestra Personnel Manager, and Operations and Personnel Assistant.

The position is available immediately and offers a salary of \$60,500, plus medical insurance, paid vacation, and a 403(b) retirement plan. Extensive orchestra or concert production experience is necessary. To apply, visit [Orchestra Operations Manager - Indeed.com](https://www.indeed.com/viewjob?jk=1234567890).

#### **ABOUT THE BPO**

Currently operating on a budget of \$14 million, the Grammy Award-winning orchestra is led by Music Director JoAnn Falletta and has served Western New York since 1935. The orchestra presents 130 concerts per year over 38 weeks including Classics, Pops, Family, Holiday, Youth and Outreach concerts throughout the community and manages multiple broadcast and recording projects. Kleinhans Music Hall, a National Historic Landmark Building, renowned for its acoustics, has been the home of the BPO since 1940.

*The Buffalo Philharmonic Orchestra Society, Inc./Kleinhans Music Hall Management, Inc. is an Equal Employment Opportunity and Affirmative Action employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We provide equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any kind. We do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, veteran status or any other status protected under federal, state, or local law.*