



OREGON  
SYMPHONY®

DAVID DANZMAYR, MUSIC DIRECTOR

## OREGON SYMPHONY Position Description

**Job Title:** Manager for Artistic Administration  
**Department:** Programming  
**Reports To:** Vice President for Artistic Planning  
**Supervision Exercised:** none  
**FLSA Status:** Full time, exempt

**SUMMARY:** The Manager for Artistic Administration (MAA) provides administrative and production support to the Programming department, including both onstage and offstage (community) work. The MAA works most closely with members of the Programming and Operations teams, coordinating and disseminating artistic information across the organization while ensuring superior service to visiting artists, conductors, and composers. This role will provide a professional growth opportunity into orchestral programming and artistic administration for an early-to-mid-career professional and will serve to strengthen the connection between artistic and administrative staff. They will additionally support the Music Director both for Symphony activities and within the community-at-large.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

### ARTISTIC ADMINISTRATION:

1. Provides administrative support to the VP for Artistic Planning including the generation, execution and fulfillment of artist, guest conductor, and new work commissioning contracts; Generates guest artist and conductor itineraries; Liaises with conductor and/or their management to complete conductor questionnaires and disseminates details to other departments; Coordinates artist, conductor and commissioning payments.
2. Plans for artist and guest conductor accommodations, ground transportation, and travel as needed. Negotiates rates with local vendors including area hotels, car service, and catering services, rider requirements, etc. Advances production details with artists and their managers; communicates guest artist needs and works collaboratively with operations to schedule soloist practice time, artist hospitality, post-concert receptions, and hall access.
3. Disseminates artist and programming details to all staff departments. Enters all artistic information, repertoire, and programming details into OPAS. From OPAS, generates and updates individual program pages and rehearsal orders for each concert series.
4. As requested by VP for Artistic Planning, provide research and communications support for future program planning, including attending meetings with Artistic Advisory Committee. This may include booking selected guest artists and conductors, as supervised by the VP of Programming.
5. In coordination with the VP for Artistic Planning, attends rehearsals and concerts as required, interfacing with guest artists and conductors to provide service and support. Maintains dressing room supplies, ticket requests, etc. to ensure a welcoming and productive experience for all artists. During production periods, this may require maintaining on-call status outside of assigned hours for urgent issues.
6. Coordinates requests for artist activities from Marketing, Development, and EdCE departments

7. Ensures accuracy and proofs repertoire information and artist/conductor bios for monthly program books and brochures.
8. If requested, supports Director of Popular Programming with administrative tasks, production support and research on Popular programming.

**MUSIC DIRECTOR SUPPORT:**

9. Serves as the primary point of contact for the Music Director about concerts and artistic matters, coordinating between every department to help facilitate the smooth operation of his role. Ensures timely and effective communication between the Music Director and staff.
10. In coordination with the Assistant to the CEO, supports and tends to the needs of the Music Director, including but not limited to hospitality, OSA schedule and itinerary Management.
11. In consultation with Development and President's office, drafts communications, briefs and talking points for Music Director speaking engagements and donor visits.
12. All other duties as assigned.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Lived experience may substitute for any education requirement.

- Bachelor's degree plus 1-2 year's work experience.
- Highly organized, excellent attention to detail, and excels at time management skills.
- Thorough knowledge of classical music, orchestral repertoire, instrumentation, and industry practices.
- High level of interpersonal skills to handle sensitive and confidential situations with maturity, poise, and discretion.
- Appreciation for and understanding of the needs of professional artists including orchestral musicians, guest artists, and conductors.
- Proficiency in computer applications including, Excel, and other MS office applications. Familiarity with OPAS or other database software preferred.
- Experience as a performing musician helpful.
- Must be able to work nights, weekends, and some holidays as required by the Orchestra schedule.
- Sense of humor required.

**OTHER QUALIFICATIONS:**

- **Language Skills:** Ability to speak clearly and effectively to groups of employees or the organization. Ability to read and interpret documents such as Collective Bargaining Agreements, safety rules, etc. Ability to write routine reports and correspondence.
- **Mathematical Skills:** Ability to budget and forecast with accuracy.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written or oral form. Ability to pro-actively problem solve and consult supervisor and colleagues as needed.

- **Computer Skills:** Strong computer skills including Microsoft Office (Outlook, Word, and Excel) and working knowledge (or ability to quickly gain such) of OPAS.
- **Certificates, Licenses, Registrations:** Valid U.S. Driver's License required.

**OTHER SKILLS AND ABILITIES:**

Appreciation for, understanding of and sensitivity to the needs of professional musicians. Interpersonal skills, diplomacy, pleasant manner, objectivity, and impartiality essential. Inspires respect and trust through the highest personal standards of ethics and integrity. Demeanor of unflappability and professionalism in all job-related matters. Excellent communication skills and ability to use technology to develop efficient systems. Exquisite attention to detail. Ability to manage multiple priorities and meet deadlines. Ability to function well under pressure. Ability to function as a cooperative team member.

**COMPETENCIES:** To perform the job successfully, an individual should demonstrate the following competencies:

- **Problem Solving** - Identifies and resolves problems in a timely manner; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- **Technical Skills** - Pursues training and development opportunities; Strives to continuously build knowledge and skills.
- **Customer Service** - Manages difficult or emotional customer situations; Responds promptly to customer needs; Meets commitments.
- **Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- **Communication** - Speaks and writes clearly, persuasively and informatively in positive or negative situations; Listens and gets clarification; Edits work for spelling and grammar; Participates in meetings.
- **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Supports everyone's efforts to succeed.
- **Leadership** - Exhibits confidence in self and others.
- **Quality Management** - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- **Business Acumen** - Understands business implications of decisions.
- **Cost Consciousness** - Works within approved budget; Conserves organizational resources.
- **Diversity** - Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment.
- **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- **Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.
- **Judgment** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Includes appropriate people in decision-making process.

- **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Develops realistic action plans.
- **Professionalism** - Follows through on commitments.
- **Quality** - Demonstrates accuracy and thoroughness; Applies feedback to improve performance.
- **Quantity** - Meets productivity standards; Completes work in timely manner.
- **Safety and Security** - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.
- **Adaptability** - Able to deal with frequent change, delays, or unexpected events.
- **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent.
- **Dependability** - Follows instructions, responds to management direction; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- **Initiative** - Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- **Innovation** - Generates suggestions for improving work.

**Physical Demands** - The physical demands described here are representative of those that must be met by an employee to successfully perform essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to move near and around delicate instruments and stage equipment in tight quarters without disturbing or jeopardizing safety of same. While performing the duties of this job, the employee is frequently required to sit; use hands to handle or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus for use of computer monitor.

**Work Environment** - The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts such as computer printers. The noise level in the work environment is usually moderate but stage area decibels are occasionally quite loud.

If you are interested in the position, please submit a cover letter and resume to [careers@orsymphony.org](mailto:careers@orsymphony.org). No phone inquiries, please.

Position is open until filled

*The Oregon Symphony is an equal opportunity employer and is committed to diversity, equity, and inclusion in all facets of the organization. We seek to develop a diverse candidate pool and*

*welcome nominations and applications from all qualified candidates regardless of race, gender, sexual orientation, age, disability, religion, or national origin.*