

JOB DESCRIPTION

Artistic Operations Coordinator

The Artistic Operations Coordinator provides administrative support to the Artistic Operations Department, serves as the primary liaison to visiting artists, and reports to the Director of Operations.

BASIC FUNCTIONS

- 1) Manage Contract Advancement and Logistics for Staff Conductors and Guest Artists
Create, process, and manage all guest artist contracts in coordination with Director of Ops and Ops Manager. Coordinate artist travel and accommodations in accordance with contracts. Produce artist itineraries in coordination with artist managers, Artistic Ops department, and other TFO staff. In coordination with Personnel Manager and Principal Librarian, collect rehearsal orders from conductors. Manage Music Director's TFO schedule and any special requests. Compile and administer recorded excerpts for pre-concert talks. Coordinate logistics for guest artists and staff conductors for Development events.
- 2) Provide Local Artist Transportation and Hospitality
Provide local ground transportation to artists through a combination of driving artists, reserving rental cars, and scheduling limo or cab services. Be present for rehearsals and performances as necessary to ensure adequate support for artists. Provide artist hospitality including catering, dressing room setup, comp ticket requests, and backstage lists. Communicate and coordinate with backstage volunteers. Manage requests for sale of guest artist merchandise.
- 3) Manage Artistic Expense Payments and Track Artistic Planning Budget
Process visiting artist fees and related expenses, including coding of vendor invoices and ensuring accurate and timely payment of artist fees and reimbursements in accordance with contracts. Track visiting artist expenses to budget.
- 4) Artistic Operations Support
Negotiate vendor rates with area hotels, caterers, rental car agencies, car services, etc. Serve as primary liaison between artist managers and Marketing/PR departments, assisting with collection of biographical and press materials. Proofread all PR and Marketing print materials with special attention to accuracy of artistic content in collaboration with the library. Support Ops Manager and Community Engagement Manager with logistics for community concerts.

QUALIFICATIONS AND CAPABILITIES

- Working knowledge of classical music and symphonic repertoire.
- Ensure the continuation of a welcoming and musically exciting environment for conductor(s) and guest artist(s)
- Sensitivity to the needs of professional artists, including conductors, orchestral musicians, and guest artists. Utmost professionalism and confidence in dealing with sensitive issues.
- Ability to communicate effectively with individuals and teams and to handle calmly and efficiently situations ranging from routine to emergency.
- Must be organized and have the ability to multi-task and prioritize.
- Ability to implement, process, and proactively execute projects from conception to completion.
- Demonstrated fiscal responsibility and strong attention to detail.
- Can-do attitude with the ability to act calmly in stressful situations. Work creatively when resolving issues.
- Excellent computer skills including knowledge of Microsoft Office with a fluid ability to manipulate spreadsheets and process financial data. Willingness and aptitude to learn new software as required.
- Demonstrated superior written and verbal communication skills. Excellent interpersonal skills and patience.
- Bachelor's degree or equivalent experience; music degree a plus.

This is a full-time exempt position, year-round with benefits, requiring evening and weekend hours without additional pay. Accessibility during standard business hours and orchestra services times is expected. This position requires flexibility to take on responsibilities not outlined above, as staff rotation requires.

For best consideration, qualified applicants should submit a cover letter and resume to opscoordinator@floridaorchestra.org by Tuesday, July 5, 2022.