



Greenville Symphony Orchestra

POSITION TITLE:	Director of Artistic Operations
POSITION DETAILS:	Full-time, exempt, in-person
REPORTS TO:	Executive Director, dotted line to Music Director
DIRECT REPORTS:	Education Manager, Production Manager, Orchestra Personnel Manager and Librarian, and Assistant Librarian

POSITION SUMMARY

The Director of Artistic Operations oversees the planning and execution of all concert productions, leadership in community engagement and collaborative partnerships, and provides supervision for the education program. Working closely with the Executive Director and Music Director, this position is responsible for implementing the organization's season schedule and ensuring productions are produced efficiently, cost-effectively, and in line with all work rules, regulations, and orchestra procedure manual. This position oversees all aspects of concert production and interfaces across the organization to ensure all components of every GSO program reach the highest levels of professionalism and quality.

JOB DUTIES AND RESPONSIBILITIES

Concert Production and Artistic Planning

- Work with the Music Director, Executive Director and accounting representative to draft and finalize a comprehensive artistic/operations budget for all GSO presentations including but not limited to the current schedule:
 - 10- concert, 20 performance subscription series concerts
 - Specials, including: Holiday (3 performances), film series (4 performances), family series (2 performances), Independence Day Community Concert (1 performance)
 - Chamber Music Series: varied venues and 4-8 performances per year

- Pop-Up Music! Series: 8-12 informal performances in varied community locations
- Special projects including community collaborations and commissions
- Develop and maintain positive working relationships with the musicians of the orchestra
- Oversee scheduling and relationships with performance venues
- Oversee the comprehensive performance schedule of the orchestra
- Oversee production and venue staff for all GSO performances, who manage equipment and staging needs
- Pursue and develop relationships in service of collaborative partnerships and alternative venues
- Act as personnel manager on duty in rotation with Artistic Operations staff
- Oversee planning for GSO auditions, coordinated by the Personnel Manager
- Collaborate with Marketing team to ensure accurate artistic information for concert playbills
- Collaborate with Development team to support successful donor events involving behind the scenes events, open rehearsals, and small ensemble performances

Guest Artists/Guest Composers

- Develop and maintain a current knowledge of classical and pops programming trends and soloists
- Assist Music Director on research of guest artists
- Negotiate and finalize contractual details with artist managers and individual artists, conductors and composers
 - Oversee the development of itineraries, rehearsal/practice schedules, music, transportation, hotel, hospitality needs for all rehearsals and performances
 - Ensure transfer of promotional materials to Marketing for playbill and advertising
 - Interface with Education Manager for education activities including in-school performances or appearances and masterclasses
 - Process payment checks for all guest artists, composers, conductors

Staff Supervision

- Supervise the full-time Education Manager who leads planning and execution of all education programs
- Supervise the full-time Orchestra Personnel Manager and Librarian, who supervises the part-time Assistant Librarian
- Supervise the part-time Production Manager who coordinates all aspects of performance production, hiring and managing seasonal stage crew to execute concerts

- Supervise 2 full-time and 1 part-time staff: Orchestra Personnel Manager and Librarian, Education Manager, and Production Manager

Required Education, Experience, and Skills

- Five or more years of experience in arts administration or arts related work
- Experience leading a team
- Experience with classical soloists and booking agents
- Demonstrated knowledge of orchestral music and the orchestral model
- Strong and detailed approach to organization and communication (written and oral),
- Demonstrated ability to solve problems and act decisively in a fast-paced environment
- Ability to work on multiple tasks and projects simultaneously, holding to complex timelines and schedules
- Bachelor's degree
- Evening and weekend work is required for this position

Physical Requirements

- Ability to work on a computer for extended periods of time.
- Ability to operate related equipment, i.e., computer, copier, scanner.
- Ability to lift up to 50 pounds and be on one's feet for extended periods of time.
- Must possess and maintain a valid driver's license and have their own transportation

Compensation: Competitive and commensurate with experience. This position is in-person, including a limited work from home option. The GSO offers a comprehensive benefits package including medical, dental, vision, generous paid time off and a 401K matching plan option.

To apply, please send resume, cover letter, and three references to Jessica Satava, Executive Director at jsatava@greenvillesymphony.org.

ABOUT THE GREENVILLE SYMPHONY

Now in its 78th year of sharing the joy of music with the Upstate, the Greenville Symphony traces its roots back to 1948, when volunteer musicians came together to perform two concerts in the Women's Gymnasium on the old Furman University campus. Today, the orchestra boasts a roster of 67 professional musicians, including 12 salaried principals, and

presents nearly 40 ticketed performances each season, along with dozens of free community events.

Under the leadership of Music Director Lee Mills, now in his second season, the Greenville Symphony offers a vibrant mix of timeless classics and bold new works. As we approach America's 250th birthday, Music Director Lee Mills and the Greenville Symphony offer a season that reflects the incredible depth and creativity of our country's musical heritage. The American Season celebrates the stories, landscapes, and bold spirit that define us—whether through the groundbreaking works of today's composers, the cinematic magic of Hollywood, or the timeless melodies of Gershwin, Bernstein, Dvořák, and Rachmaninoff.

The four-concert series in Gunter Theatre includes some of the best-loved music ever written. Displaying everything from new music to family concerts to exciting commissions such as a piece with narration highlighting Upstate Revolutionary War heroine Dicey Langston, Carolina-flavored family tradition *Peter and the Wolf* featuring narrator/actor Mimi Wyche, and brand new works by Clarice Assad and Katherine Balch.

The Greenville Symphony's special events begin in December with Holiday at Peace. Greenville's favorite family Christmas tradition is sponsored by United Community and is offered at the Peace Concert Hall for three performances. The wizarding world tradition that began with sold-out houses in 2023 will return with *Harry Potter and the Goblet of Fire™* in Concert. The performances, sponsored by Kyocera AVX, feature the original movie on a 40-foot screen onstage above the Greenville Symphony, skillfully playing the entire Patrick Doyle score live to picture. Stay tuned for more symphonic cinema to be announced later this year!

To see the artists of the Greenville Symphony up close, our Chamber Music Series, at Hotel Hartness, Warehouse, and Center Stage, ensures that both Greenville County and the downtown neighborhoods have access to the artistry of our principal musicians. The principal musicians offer bespoke programs featuring classical interpretations of Bluegrass idioms in the fall and tango in the spring.

Education and community engagement have been a central tenet of the Greenville Symphony's mission since its first children's concert in 1951. Every year, GSO musicians present free education programs appropriate for various age groups, mentor high school musicians, and perform in all 51 elementary schools in the Greenville County School District, providing access to great music for over 27,000 children annually. The musicians of the Greenville Symphony have a strong presence in the county library system as part of our Lollipops music and literacy programs sponsored by BMW.

With events like Pop-Up Music! and our summertime camp visits for kids brought to us by South Carolina Arts Commission and the Jolley Foundation, the Greenville Symphony takes pride in bringing the magic of music to unique places and spaces across the Upstate.