



JOB DESCRIPTION – MANAGER OF ARTISTIC PLANNING

DEPARTMENT Operations
REPORTS TO General Manager
POSITION TYPE Exempt

Position Summary

The Manager of Artistic Planning works with the General Manager to manage the artistic administrative and planning activities of the Phoenix Symphony.

ARTISTIC PLANNING/ADMINISTRATION

- Research and recommend talent for inclusion in symphony programming.
- Assist with preparation of materials for season planning and artistic committee meetings.
- Contact for artists, conductors and artist management.
- Manage artist contracts and rider requirements.
- Negotiate fees and create contracts as assigned by General Manager.
- Communicate final programs, rehearsal orders, and artist's schedules to appropriate staff.
- Plan and execute artist itineraries including air, ground transportation and lodging requirements.
- Facilitate collection and distribution of rehearsal orders from all conductors.
- Communicate TPS rider and CBA requirements to relevant parties for all events.
- Manage visas as required to ensure artists are able to perform in the U.S.
- Facilitate the creation of a variety of programs (i.e. programming, visuals, pre/post-concert activities).
- Plan and administer concert production activities including creation of video presentations to accompany concerts or activities as needed.
- Assist with the proofreading of operations documents.
- In coordination with the General Manager and the CEO manage the Music Director's calendar.
- Arrange for parking at all venues for Music Director, artists and conductors as required.
- Manage complimentary ticket requests for guest artists, conductors and Music Director.
- Work with development, marketing and education departments to coordinate artists/conductors appearances at meet the artists program, outreach activities, Parties of Note events, CD signings, receptions, media activities, photo shoots, etc.
- Assist marketing department with content for and proofing of publications including brochures, program notes, advertisements etc.
- Arrive at events early to execute on-site artist logistics during rehearsals, concerts and other events.
- Contract and schedule rehearsal pianists as required.
- Enter artistic information into the OPAS database.
- Manage artistic files, contracts, and riders including historical artistic records and artistic solicitations.
- Take meeting minutes during artistic meetings.
- Manage archive recordings.

FISCAL MANAGEMENT

- Prepare regular budget projections.
- Manage guest artist deposit and payment timeline with General Manager and Director of Finance.
- Enter artist contract details and expense information into OPAS.
- Maintain appropriate cost controls. Code invoices, generate check requests, ensure payment of all guest artists and track artistic expenses. Report discrepancies to the General Manager and Director of Finance.

GENERAL DUTIES

- Ensure compliance with the AFM collective bargaining agreement through advance communication of these requirements with guest artists, conductors, and artist management of artistic details relevant to the CBA (i.e. concert length, intermission, rehearsal orders, order to repeat restrictions etc.).
- Must be responsible and able to handle confidential material, organize effectively and work independently.
- Assure that a positive image of the orchestra is portrayed at all times.
- Other duties as assigned or apparent.

QUALIFICATIONS

- Exceptional organizational skills and attention to detail with a high degree of accuracy are essential.
- Strong knowledge of soloists, conductors and orchestral repertoire.
- College degree and/or advanced degree in music and/or arts management are required.
- Excellent written and verbal communication skills and the ability to interact effectively with a wide variety of people.
- Ability to meet deadlines, often under pressure.
- Excellent computer skills including proficiency in Microsoft Office Suite. OPAS knowledge a plus.
- Evenings and weekends required in addition to a regular daily office schedule.
- Have a very high level of personal and professional integrity and trustworthiness.
- Have a strong work ethic and require minimal direction.
- Work well independently as well as part of a team.
- Excellent driving record and dependable transportation.

Interested persons should email resume, letter of interest and salary requirements to:
tpscareers@phoenixsymphony.org.

The Phoenix Symphony is an Equal Opportunity Employer.