Job Description

Job Title: Orchestra Operations Coordinator

Reports to: Vice President of Orchestra Operations

Status: Exempt, Full time

Job Purpose
The Orchestra Operations Coordinator aids the Operations department with daily support and coordination of operational needs for all PSO services at Heinz Hall, as well as at remote venues, including domestic- and international-tours.

Responsibilities
- Assist or lead sourcing props, costumes, and other production elements such as slides, backdrops, props, video, audio, etc. as needed
- Create and maintain production files for each season
- Coordinate instrument rentals and loans as well as PSO-owned instrument maintenance
- Work with Marketing on the creation of concert messaging slideshows
- Coordinate the preparation and distribution of event sheets
- In consultation with operations team, recruit and supervise department interns
- Lead production advance for events and runouts involving small and chamber ensembles

Touring and Off-Site Concert Responsibilities
- Assist Senior Manager of Orchestra Operations in tour preparation, including: coordination of hotel/flight arrangements; manage tour questionnaires; entering tour information into the tour database; manage tour invoicing and reimbursements; recording the tour budget; assisting in obtaining necessary tour documentation such as passports, visas, and tax documentation
- Work with bus companies on travel schedules

Calendar/Scheduling Responsibilities
- Communicate schedule to the Orchestra via the summary schedule, tentative yearly schedule, weekly call sheets, schedule changes, and online data access
- Track all schedule changes and manage schedule contract tracking
- Responsible for yearly set-up of the Orchestra schedule in OPAS
- Manage annual production of the tentative yearly schedule
- Coordinate staff concert duty schedule

General Responsibilities
- Monitor spending in Operations against forecasts and budgets through the regular preparation of invoices for approval and tracking of actual expenses
- Perform monthly reconciliations with Financial Edge

- Responsible for office management of the Operations department including: ordering supplies, and internal/external mail
- Attend meetings with various committees of the Orchestra, as well as take minutes
- Participate in Manager on Duty concert rotation
- Provide general administrative support for the Vice President of Orchestra Operations and the department
- Maintain working knowledge of the Collective Bargaining Agreement with the AFM and IATSE
- All other duties as assigned

Necessary skills, experience, and qualifications
- Bachelor's degree required
- 1-2 years or equivalent experience in Arts Management and operations
- Knowledge of classical music preferred
- Proficiency in Microsoft Office (Word, Excel, PowerPoint), Visio, and desktop publishing and database software (such as: OPAS, Financial Edge) expected
- Applicant must have strong communication skills and be a team-player
- Applicant should be a self-motivated, high-energy individual
- Ability to work flexible hours, particularly weekends and evenings

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The specific statements shown in each section of the description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.
The PSI recognizes that an individual with a disability may require a job modification/ accommodation to enable them to successfully perform a job function. Consideration will be given to such requests. Such requests should be directed to Human Resources.

Please email cover letter and résumé to: dhixon@pittsburghsymphony.org