



PITTSBURGH SYMPHONY ORCHESTRA

Vice President of Orchestra Operations

Reports to: Chief Operating Officer

Status: Exempt, Full time

Job Purpose

The Vice President of Orchestra Operations is responsible for the overall success of orchestra operations, personnel and media production projects. The VP sets operational direction and guides weekly operations. The VP is responsible for translating the organization's strategic plans into the orchestra's operational features, including the management of orchestra personnel, back-stage operations, labor relations and contracts, individual musician contracts, and contracts with external partners. The VP works with the COO to meet goals as outlined in the strategic plan that require implementation or support from the orchestra. The VP is also responsible for overseeing the PSO process for developing the multi-season orchestra schedule and related budgets, which must be developed by working closely with heads of department for classical-, popular- and learning & community-programming, marketing, Heinz Hall operations, musician committees, and the CFO. The VP is also responsible for planning and operational execution of tour (international and domestic) and media projects (audio; video) in cooperation with the Vice President of Artistic Planning.

Key orchestra personnel and operations responsibilities

- Oversee all orchestra operations in Heinz Hall, including building and leading the operations and orchestra personnel teams.
- Understand and maximize creative deployment of the orchestra calendar.
- Serve as first point of contact liaison with the Orchestra Committee and Tour Committee.
- Negotiate all individual musician contracts.
- Solve other contractual issues with musicians and orchestra stagehands.
- Deal with and resolve grievances, and other areas of dispute within the Orchestra.
- Work with internal and external contacts on major instrument and equipment purchases.

Key contract and budgeting responsibilities

- Identify collective bargaining goals and specific changes (work rules, wages, etc.) to improve the effectiveness of CBA's ability to support or meet the symphony's strategic goals
- Work with COO to strategize the collective bargaining negotiations process with the musician and orchestra stagehand unions (AFM and IATSE)
- Implement all collective bargaining agreements
- Ensure adherence to contract terms, including interpretation of contract terms, solving contract interpretation problems to avoid grievances.
- Collaborate with programming departments to provide operational budgets for program plans and specials (deal sheets).
- Develop integrated operations budget



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- Work with the Finance Department to oversee budget for orchestra expenses, including musicians, extra musicians, internal production, external production, and touring

Key touring responsibilities

- Oversee and plan Orchestra tours and external productions.
- Plan itinerary with the Vice President of Artistic Administration.
- Negotiate contracts with travel and logistics vendors.
- Oversee travel logistics, hotel and cargo.
- Oversee negotiation of travel details with the Tour Committee.

Key media responsibilities

- Partner with the relevant PSO staff on electronic media production projects, including, but not limited to audio recordings and concert video productions.
- Ensure compliance with Integrated Media Agreement (AFM-EMA) and other media agreements.
- Hire and collaborate with recording engineers and video producers to ensure that media production sessions/projects efficiency meet goals (timeline; quality; costs).

Key organizational functions

- Oversee the on-the-ground team at all PSO partner locations (summer parks, runouts, tours, etc.)
- Maintain relationships, negotiate and monitor contracts with outside contacts (i.e., partnerships, tour venues, etc.) necessary to operated PSO orchestra programs
- Assist COO and President and CEO in representing the PSO in the community.
- Participate in the Senior Leadership Team and maintain close working relationships with all departments.

Essential skills, experience, and qualifications

- Bachelor's degree required
- 5-10 year' experience in symphony orchestra management, with extensive knowledge of orchestra operations, contract negotiations and labor relations.
- Familiarity with professional orchestra operations and knowledge of orchestral repertoire
- Proven supervisory skills with strong interpersonal skills and discretion
- Ability to work collaboratively with musicians and guest artists in an attentive, calm, and professional manner.
- Financial acumen and ability to work with budgeting.
- Creative problem solver with a strong ability to work effectively on multiple projects simultaneously in a fast-paced environment.
- Team-player and demonstrated ability to collaborate in a senior leadership team
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, etc.) and desktop publishing
- Excellent written and verbal communication skills



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Desirable skills, experience, and qualifications

- Progressive experience with an orchestra
- Proficiency in OPAS database

Committees:

- Tour Committee
- Pittsburgh Symphony Orchestra Committee
- Board Strategic Planning and Executive Committees

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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.

To apply, please send a cover letter and resume to hr@pittsburghsymphony.org