



**OREGON
SYMPHONY**

CARLOS KALMAR, MUSIC DIRECTOR

Position Title: Director of Popular Programming
Department: Operations
Reports To: Vice President and General Manager
Supervision Exercised: n/a
FLSA Status: Exempt, full time

Summary and Primary Functions: This position is responsible for the overall strategic direction, planning and booking of all Oregon Symphony Presentations, Popular Specials, Films and Pops Subscription concerts. The Director of Popular Programming plays a key role in expanding the Symphony's audience while directly contributing to the organization's growth in ticketed revenue. They will assist in raising the profile of the Oregon Symphony, both locally and nationally through the planning of a creative, engaging and diverse array of popular music concert offerings with and without the Orchestra.

Essential Duties and Responsibilities:

1. Creates and executes the Oregon Symphony's strategic plan for popular programming to achieve revenue and organizational goals.
2. Researches and books non-classical guest artists for orchestra concerts including all Pops Subscription Series, Film Series and Popular Special Performances. Engages artists and touring groups for non-orchestra presentations.
3. Negotiates, prepares and executes all non-classical guest artist contracts. Builds and maintains healthy and productive relationships with all guest artists, their agents and artist management companies.
4. Attends the multi-departmental artistic planning group meetings and leads discussions regarding potential guest artists and presentations within the Symphony's popular programming. Works collaboratively with the VP of Artistic Planning, General Manager and VP of Marketing on criteria, selection and final determination of guest artists and presentations.
5. In consultation with the Operations team and the General Manager, accurately plans and prepares initial concert budgets in a timely manner.

6. Keeps apprised of local and national trends, both inside and outside of the orchestra industry with regards to popular programming and seeks out new and unique opportunities with potential guest artists.
7. Maintains accurate records, historical sales and attendance data of past performances.
8. Communicates all necessary details to various department including Operations, Marketing and Development teams.
9. Attends Operations meetings as required and responds to requests for service and assistance. Attends related performances as required.
10. Performs other duties and special projects as assigned.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience - BA in Music, Arts Administration or equivalent experience; at least 5 years' experience in orchestra or arts administration, or in artist management working with artists, agents and booking.

Strategic Thinking and Innovation - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions; Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

Language Skill - Excellent communication skills (written and oral). Ability to read, analyze, and interpret complex documents including legal contracts with artists, the Collective Bargaining Agreement and other union contracts. Excellent organizational and motivational skills.

Mathematical Skills - Ability to budget and project expenses for multiple complex programs with accuracy and timeliness. Ability to monitor budgets effectively.

Reasoning Ability - Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to work effectively and diplomatically with diverse personalities, including Symphony musicians, other staff, conductors, guest performers, stage crew.

Computer Skills - Computer proficiency including Word and Excel software.

Other Skills and Abilities:

Familiarity and understanding of the operations of professional orchestras. Appreciation for, understanding of, and sensitivity to the needs of professional musicians and conductors. Ability to work effectively and diplomatically with diverse personalities. Ability to work effectively under pressure. Ability to improvise and

respond to unusual circumstances and requests with an attitude of service and flexibility. Strong teammanship and service orientation. Acute attention to detail. Ability to balance multiple priorities, work independently and collaborate on projects. Sense of humor.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to move near and around delicate instruments and stage equipment in tight quarters without disturbing or jeopardizing safety of same. Ability to use fingers and hands to use computer; While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus in order to use computer monitor.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to moving mechanical parts such as printers. The noise level in the work environment is usually moderate.

Competencies: To perform the job successfully, an individual should demonstrate the following competencies:

Ethics - Treats everyone with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values; Maintains confidentiality.

Customer Service - Manages difficult or emotional customer situations, both internal and external; Responds promptly to customer needs; Solicits customer feedback to improve service.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Diversity – Understands the value and importance of Diversity, Equity and Inclusion within the workplace and more specifically within the performing arts field. Seeks to grow in their own development of DEI. Examines own individual biases and assumptions.

Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Communication – Speaks and writes informatively, clearly and persuasively; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Change Management and Adaptability - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results; Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Business Acumen and Fiscal management - Understands business implications of decisions; Displays orientation to profitability; Demonstrates knowledge of market and competition; Aligns work with strategic goals; Works within approved budget; Contributes to profits and revenue; Develops and implements cost saving measures; Conserves organizational resources.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values; observes safety and security procedures; Respects diversity.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Develops realistic action plans.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats everyone with respect and consideration; Accepts responsibility for own actions; Follows through on commitments.

Quality and Quantity - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality; Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

Dependability - Is consistently at work and on time; Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals.; Completes tasks on time or notifies appropriate person with an alternate plan; Plans in advance for time off.

Motivation and Initiative – Requires minimal supervision; Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals; Volunteers readily; Undertakes self-development activities; Seeks

increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.