OREGON SYMPHONY
Position Description

Job Title:                Assistant Artistic Administrator
Department:             Programming
Reports To:             Vice President for Programming
Supervision Exercised: no
FLSA Status:            Full time, exempt

SUMMARY: The Assistant Artistic Administrator (AAA) provides administrative support to the Programming department, including both onstage and offstage (community) work. The AAA works closely with members of the Programming and Operations teams, coordinating and disseminating artistic information across the organization while ensuring superior service to visiting artists, conductors, and composers. This role will provide a professional growth opportunity into orchestral programming and artistic administration for an early-to-mid-career professional and will serve to strengthen the connection between artistic and administrative staff. They will additionally support the Music Director both during concerts and within the community-at-large.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

ARTISTIC ADMINISTRATION:

1. Provides administrative support to the VP for Programming including the creation and execution of artist and guest conductor contracts; Generates guest artist and conductor itineraries; Liaises with conductor and/or their management to complete conductor questionnaires and disseminates details to other departments; Coordinates artist and conductor payments.

2. Plans for artist and guest conductor accommodations, ground transportation, and travel as needed. Negotiates rates with local vendors including area hotels, car service, and catering services, rider requirements, etc.

3. Disseminates artist and programming details to all staff departments. Enters all artistic information, repertoire, and programming details into OPAS. From OPAS, generates individual program pages and rehearsal orders for each concert series.

4. Communicates guest artist needs and works collaboratively with operations to schedule soloist practice time, artist hospitality, post-concert receptions, and hall access.

5. In coordination with the VP for Programming, attends rehearsals and concerts as required, interfacing with guest artists and conductors to provide service and support.

6. Coordinates requests for artist activities from Marketing and Development departments

7. Ensures accuracy and proofs repertoire information and artist/conductor bios for monthly program books and brochures.

ADDITIONAL DEPARTMENTAL and MUSIC DIRECTOR SUPPORT:

1. Serves as the primary point of contact for the Music Director, coordinating between every department to help facilitate the smooth operation of his role. Ensures timely and effective communication between the Music Director and staff.
2. Supports and tends to the needs of the Music Director, including but not limited to hospitality, OSA schedule and itinerary Management. Maintains dressing room supplies, ticket requests.

3. In consultation with Development and President’s office, drafts communications, briefs and talking points for Music Director speaking engagements and donor visits.

4. Supports Director of Education and Community Engagement in their work; supports relationship-building activities with community partners, assisting with community partner events. Provides tracking details for DEI initiatives to Development for grant funder reports.

5. Supports Director of Popular Programming with research on comparable shows, including history of similar shows with OSA.

**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. Lived experience may substitute for any education requirement.

- Highly organized, excellent attention to detail, and excels at time management skills.
- Thorough knowledge of classical music, orchestral repertoire, instrumentation, and industry practices.
- High level of interpersonal skills to handle sensitive and confidential situations with maturity, poise, and discretion.
- Appreciation for and understanding of the needs of professional artists including orchestral musicians, guest artists, and conductors.
- Proficiency in computer applications including, Excel, and other MS office applications. Familiarity with OPAS or other database software preferred.
- Experience as a performing musician helpful.
- Must be able to work nights, weekends, and some holidays as required by the Orchestra schedule.
- Sense of humor required.

**OTHER QUALIFICATIONS:**

- **Language Skills:** Ability to speak clearly and effectively to groups of employees or the organization. Ability to read and interpret documents such as Collective Bargaining Agreements, safety rules, etc. Ability to write routine reports and correspondence.
- **Mathematical Skills:** Ability to budget and forecast with accuracy.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written or oral form. Ability to deal with problems involving several concrete variables in standardized situations.
- **Computer Skills:** Strong computer skills including Microsoft Office (Outlook, Word, and Excel) and working knowledge (or ability to quickly gain such) of OPAS.
- **Certificates, Licenses, Registrations:** Driver’s License required.
ABOUT THE OREGON SYMPHONY: The Oregon Symphony is a vibrant nonprofit organization, which has achieved record ticket sales and contributions in recent years. At a time when many orchestras are reducing their classical programming, the Oregon Symphony continues to invest in the art form, reach new audiences, and deepen its community engagement.

The Symphony unites exceptional musicians, a world-class conducting staff, an unrelenting focus on excellence, a compelling vision, and a strong commitment to the greater good. As the largest arts organization in the largest city in the state, the Symphony is central to a thriving cultural community in Oregon and Southwest Washington. It is propelled by the desire to bring the power of music to more people in new ways, always moving music forward.

Each year, the multi-Grammy nominated Oregon Symphony performs more than 115 concerts in Portland, Salem, Newberg, and beyond. It also produces award-winning educational and community events in schools, correctional facilities, homeless shelters, immigration centers, retirement homes, and sports venues. While unable to perform in person during the 20/21 season, the Oregon Symphony invested in digital programming and livestream capability. Programs like Symphony Storytime—in English and Spanish—and Essential Sounds grabbed national attention and brought hope and healing to people around the globe. Through its many programs, the Oregon Symphony directly serves more than 250,000 people annually and reaches tens of millions more in communities far and wide through broadcast and digital offerings.

The Oregon Symphony employs 77 full-time professional musicians represented by the American Federation of Musicians, led by Music Director David Danzmayr. Under Danzmayr, a new Creative Alliance features extraordinary artists and cultural thought leaders, including Nathalie Joachim, Gabriela Lena Frank, Jun Märkl, Gabriel Kahane, Simone Lamsma, and Johannes Moser. Beyond this august group, the Symphony engages dozens of guest conductors and soloists each year to perform with the orchestra.

The Oregon Symphony’s annual operating budget is approximately $22 million, of which 80% is spent on artistic and engagement programs. It employs a full-time staff of 45, who are responsible for concert production, marketing, public relations, education, community engagement, fundraising, customer service, accounting, and financial reporting. It is governed by a volunteer Board of Directors and is supported by thousands of individuals, businesses, and foundations, and also receives funding from the Regional Arts & Cultural Council, the Oregon Arts Commission, and the National Endowment for the Arts.

OTHER SKILLS AND ABILITIES:
Appreciation for, understanding of and sensitivity to the needs of professional musicians. Interpersonal skills, diplomacy, pleasant manner, objectivity, and impartiality essential. Inspires respect and trust through the highest personal standards of ethics and integrity. Demeanor of unflappability and professionalism in all job-related matters. Excellent communication skills and ability to use technology to develop efficient systems. Exquisite attention to detail. Ability to manage multiple priorities and meet deadlines. Ability to function well under pressure. Ability to function as a cooperative team member.

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

- **Problem Solving** - Identifies and resolves problems in a timely manner; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
• **Technical Skills** - Pursues training and development opportunities; Strives to continuously build knowledge and skills.

• **Customer Service** - Manages difficult or emotional customer situations; Responds promptly to customer needs; Meets commitments.

• **Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

• **Communication** - Speaks and writes clearly, persuasively and informatively in positive or negative situations; Listens and gets clarification; Edits work for spelling and grammar; Participates in meetings.

• **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; Supports everyone's efforts to succeed.

• **Leadership** - Exhibits confidence in self and others.

• **Quality Management** - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

• **Business Acumen** - Understands business implications of decisions.

• **Cost Consciousness** - Works within approved budget; Conserves organizational resources.

• **Diversity** - Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment.

• **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

• **Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.

• **Judgment** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Includes appropriate people in decision-making process.

• **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Develops realistic action plans.

• **Professionalism** - Follows through on commitments.

• **Quantity** - Demonstrates accuracy and thoroughness; Applies feedback to improve performance.

• **Quality** - Meets productivity standards; Completes work in timely manner.

• **Safety and Security** - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

• **Adaptability** - Able to deal with frequent change, delays, or unexpected events.

• **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent.

• **Dependability** - Follows instructions, responds to management direction; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

• **Initiative** - Looks for and takes advantage of opportunities; Asks for and offers help when needed.

• **Innovation** - Generates suggestions for improving work.
**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. While performing the duties of this job, the employee is frequently required to sit; use hands to handle or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus for use of 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 computer printers. The noise level in the work environment is usually moderate but stage area decibels are occasionally quite loud.

If you are interested in the position, please submit a cover letter and resume to careers@orsymphony.org. No phone inquiries, please.

Position is open until filled

*The Oregon Symphony is an equal opportunity employer and is committed to diversity, equity, and inclusion in all facets of the organization. We seek to develop a diverse candidate pool and welcome nominations and applications from all qualified candidates regardless of race, gender, sexual orientation, age, disability, religion, or national origin.*