



WISCONSIN YOUTH SYMPHONY ORCHESTRAS

September 2019

Title: **Director of Operations**
Reports to: Executive Director

The Wisconsin Youth Symphony Orchestras (WYSO) seeks a forward-thinking, flexible and highly organized professional to join one of the most highly respected youth orchestra programs in the country. The WYSO Director of Operations coordinates all logistical aspects of the Wisconsin Youth Symphony Orchestras program including three full orchestras, two string orchestras, multiple ensembles, WYSO Music Makers Program, WYSO Chamber Music Program, auditions, tours and competitions. Prior orchestra operations experience is preferred.

The Director of Operations reports to the Executive Director.

PRIMARY AREAS OF RESPONSIBILITY INCLUDES

LOGISTICS/ SUPPORT

ADMINISTRATIVE

LOGISTICS/SUPPORT

- Ensures the effective planning and execution of all logistical aspects of the WYSO program. Oversees all facilities, rehearsal and member scheduling. Ensures that all concerts are produced at a high level of excellence.
- Prepares the WYSO master schedule for concerts, rehearsals and ancillary activities for all ensembles and special events.
- Serves as the lead Saturday rehearsal coordinator and the primary liaison to the WYSO artistic staff. Coordinates first rehearsal day activities with WYSO administrative and artistic staff.
- Responsible for all aspects of entrance auditions, concerto competitions and honors recitals. Works collaboratively with artistic staff to determine audition/concerto requirements and oversees preparation of materials. Coordinates and facilitates annual placement meeting. Analyzes enrollment trends and prepares reports for staff and board.
- Serves as primary project coordinator on all in-state and international tours. Travels with ensembles on all tours. Oversees logistics of venues, members, personnel, instruments and equipment needed for tour and/or runouts. Serves as equipment coordinator/stage manager while on all tours.
- Coordinates the activities of sectional coaches, orchestral substitutes and adjudicators.
- Serves as primary liaison to the UW Mead Witter School of Music, UW custodial and physical plant for facility needs. Monitors UW billing against ordered services.
- Secures off campus rehearsal and performance venues if needed.
- Serves as Crisis Response Team Leader. Updates plan annually with campus police. Ensures all staff are trained on crisis response plan.
- Oversees management and insurance of the WYSO instrument inventory.
- With ED and MD, sets annual/long-term recruitment goals and creates a plan to achieve them. Communicates and enlists help of artistic staff to assist with recruitment of needed instruments.

- Serves as IT coordinator. Troubleshoots with computer support team and database volunteer/consultants when issues arise. Manages telephone/voicemail system. Suggests upgrades/software as needed.
- Creates and oversees online audition, tours and competition registration management framework.
- Manages the operation, maintenance, data input, data integrity and accuracy of the member database management system.
- Develops relationships and maintains interaction with the school and private music teacher community. Maintains music teacher database.

ADMINISTRATIVE

- Trains, manages and evaluates the operations assistants and music librarian. Delegates duties to operations staff. Ensures high professional standards for all WYSO operations staff.
- Maintains and regularly updates WYSO operations manual.
- Ensures compliance with all ASCAP/BMI/performing rights legal requirements.
- Prepares and submits operating and project budgets and forecasts. Monitors expenditures against approved budgets.
- Attends and participates in staff, special project, board and committee meetings as assigned.
- Supports and staffs the facilities and touring committees of the WYSO Board of Directors.
- Other duties as assigned by the Executive Director.

Preferred Requirements

- Fanatical organizational skills and attention to detail.
- Commitment to an extremely high level of customer service.
- Bachelor's degree, preferably in music performance, music education or arts administration. Equivalent work experience in operations and/or administration will be considered.
- Concert production experience and familiarity with orchestra operations.
- Knowledge of symphonic repertoire and music library procedures and cataloguing.
- Advanced proficiency in Microsoft Office Suite, Google apps and database management principles. Must become proficient in FileMaker Pro.
- Excellent written, verbal and interpersonal skills.
- Conceptual skills and analytical capabilities.
- Ability to self-start, adapt to change, tolerate ambiguity and handle multiple projects under deadlines.
- Ability to understand budgets and maintain control of areas of responsibility.
- Capable of lifting, moving and loading equipment into venues, onto stages or trucks.
- Valid driver's license and ability to drive small truck/van.
- Demonstrated ability to work effectively with young people.
- Professional manner and attire.
- Willingness to enthusiastically embrace the mission of the organization.
- Must be willing to work Saturdays during the academic year, some Sundays and staff WYSO concerts and events.
- Sense of humor is a real plus!