

PHILHARMONIC SOCIETY OF ORANGE COUNTY

MANAGER OF CONCERT PRODUCTION AND EDUCATION SERVICES

BASIC INFO

Primary Reporting To	President & Artistic Director
Location	2082 Business Center Drive, Suite 100, Irvine, CA 92612

JOB DESCRIPTION

Summary

The Manager of Concert Production and Education Services is responsible for the coordination and execution of all main stage concert events presented by the PSOC, the production advance and venue planning for all Education related programming (including Orange County Youth Symphony "OCYS" concerts), and the internal tracking and coordination of Education related outreach events and processes. In addition, this position will communicate with and assist the Vice President of Education with securing outside venues and facilitating long term relationships for collaborative events related to education and community outreach. This position will facilitate all administrative needs for the Orange County Youth Symphony, including the processing of invoices, relaying of needs between OCYS and PSOC staff members, and advancing of all performance venues. The Manager of Concert Production and Education Services acts as the principal liaison with artists and managers/representation when the Artistic Director is not available or delegates such requests, and assists the President and Artistic Director with the execution of artistic contracts and long-range artistic planning. Primary relationships involve: Artist Managers, Guest Artists, Executive Staff of partner venues, PSOC Board of Directors/Donors and Internal Staff.

Responsibilities

Production (50%):

- Lead the production of all Philharmonic Society concerts to ensure the highest quality of operations and presentation to the public.
- Liaise with Concert Hall IATSE stage crew, adhering to union guidelines and parameters
- Prepare and maintain the production budget, reporting all activity to the President & Artistic Director.
- Serve as principal liaison between Segerstrom Center for the Arts and other outside venue staff and PSOC Executive Staff regarding production-related communications.
- Establish and manage long-term schedules with partner venues, usually two years in advance.
- Negotiate annual hotel contracts ensuring the best possible rates for artists and guests.
- Arrange for artist travel/ground transportation while artists are in Orange County.
- Serve as primary backstage staff representative for PSOC during all main stage events,

attending all rehearsals and performances.

- Arrange for backstage hospitality for guest artists, in conjunction with artist management.
- Arrange for all piano requirements throughout the concert season. Communicate tunings to piano technician.
- Work with Segerstrom Center on Concert Hall acoustics to adjust for artists' requirements.

Administration (30%)

- Monitor artistic/production budget within financial parameters set by Artistic Director.
- Collaborate with Marketing/Development and other internal departments on PSOC special events such as the annual Gala, Golden Baton dinner, Annual Meeting and special concerts/events.
- Serve as staff member assigned to arrange for meetings and assist PSOC Concerts Committee of the Board of Directors.
- Principal staff member who will arrange for artist meeting requests for donors/Board members.
- Proof reading of guest artist related marketing materials ie: press releases, program booklets, newspaper ads and radio spots.
- Work with Education department on venue selection and contractual matters, production advances for youth concerts, and general scheduling of education related concerts.
- Coordinate with appropriate OCYS and Education staff to secure venues for OCYS concert season, including OCYS main season, 5th Grade concerts, OCYS Gala, and other concerts as necessary.
- Prepare and process all education related and OCYS invoices, ensuring that all paperwork is filed and submitted to finance in a timely fashion.
- Maintain venue contracts and agreements, MOU's for all programs, including annual agreements with Segerstrom Center for the Arts and Chapman University.
- Draft text for concert descriptions on website.
- Some administrative work for President & Artistic Director relating to Artistic matters and scheduling meetings/telephone calls with artist managers and venue Administration.

Artistic Planning (20%)

- Collaborate with Artistic Director/President to plan future concert seasons. Includes researching guest artists, drafting and executing all artist contracts and other artistic contracts, and planning future season dates in coordination with the performance venue working closely with SCFTA and Irvine Barclay Executive Staff to arrange and negotiate schedules.
- Works with President and Artistic Director to maintain and establish long-term relationships with artists and managers.
- Responsible for pre-concert lecture series, scheduling guest speakers and researching new lecturers.
- Some negotiation of guest artist fees and scheduling.
- Prepare and process payment to artists/management agencies.
- Advise Artistic Director of emerging artists, keeping current of their activities.
- In the event of artist cancellation, serve as primary staff representative to handle rescheduling or arranging for alternate artist.

Other Duties as assigned.

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QUALIFICATIONS

Qualifications:

- Minimum of a Bachelor's degree with a major in music, and/or music education; classical music preferred
- Experience with concert production and development and implementation of special events
- Minimum of three years administrative experience working with music/arts education in a non-profit organization
- Effective interpersonal and written communication skills
- Ability to work as a member of a team as well as independently
- Strong management and relationship-building skills
- Experience working with volunteers
- Advocate for music and music education
- Creative thinker and problem-solver; flexible and adaptable.
- Computer skills: Microsoft Outlook, Excel, Power Point, Google Docs, social media, graphic design software a plus.
- Multi-tasking skills and ability to balance a sense of urgency and low priorities without displaying panic are essential

Please submit a cover letter, resume and salary requirements to:

HR@philharmonicsociety.org

Please include in the subject line of your email:

MOCPE

Please submit materials in Adobe PDF or Microsoft Word format

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