**Operations Volunteer Description**

**Title**: Operations Volunteer

**Reports to**: Operations Manager

**Department:** Production

**Summary:**

The Charlotte Symphony Orchestra (CSO) production team acts as a liaison between the CSO, performance venues, and guest artists and conductors. Operations volunteers assist with administrative and non-administrative tasks essential for planning and staging successful performances.

**Assist with following duties and responsibilities:**

* Create and disseminate information for venues, including production schedules, front-of-house forms, and security lists
* Work with Production staff at rehearsals and performances to manage guest artist, conductor, and musician needs
* Manage events, create calendars, and produce and share artist itineraries with the Operations Manager using ArtsVision software
* Coordinate auditions, musician scheduling, and attendance tracking with Orchestra Personnel Manager
* Assist Music Librarian with assorted tasks, including but not limited to:
  + Assembling and disassembling musicians’ folders, often for multiple projects at once
  + Shipping and receiving scores to and from artists and vendors
  + Program input into ArtsVision software

**Requirements**

* Strong organizational skills and attention to detail
* Excellent communication skills, both written and verbal
* Flexible hours preferred