



CHARLOTTE SYMPHONY

CHARLOTTE SYMPHONY ORCHESTRA POSITION DESCRIPTION

TITLE: Operations Coordinator
REPORTS TO: Director of Operations
DEPARTMENT: Operations
STATUS: Exempt full-time

SUMMARY DESCRIPTION

Reporting to the Director of Operations, the Operations Coordinator is a key member of the CSO Artistic/Operations team and manages the logistical needs of the Orchestra and associated venues.

DUTIES AND RESPONSIBILITIES

- Working with the Director of Operations, aid in production logistics for all CSO concert presentations including instrument and equipment acquisition.
- Create and proof calendars and other scheduling documents.
- Assist with advancing production and technical riders with CSO and venue staff, guest artists, and third-party vendors.
- Manage keyboard equipment and coordinate tuning schedule with piano technicians and venues.
- Update and maintain electronic databases (ArtsVision) and file system software, including management of system users.
- Working with the Director of Operations, process check requests and invoices for relevant expenses.
- Use best judgment and diplomacy when working with musicians to accommodate requests.
- Staff concerts and events, as requested, aiding backstage and/or front of house personnel.
- Assist Artistic and Operations department staff with various office and administrative tasks, including but not limited to: coordinating auditions, coordinating travel logistics (busing, hotels, etc.) for musicians, guest artists, and conductors, creating travel itineraries, and managing parking passes for CSO musicians.

POSITION REQUIREMENTS

- A bachelor's degree or equivalent experience in a related discipline such as music or arts management
- Strong competency with office equipment and technology, including internet, email, and Microsoft Office Suite
- A minimum of 1-2 years related administrative experience with an orchestra, opera, theatre, ballet, performing arts organization or festival
- Interest in and dedication to working effectively with orchestra members, stagehands, guest artists, presenters, and vendors, among others.
- Ability to act with discretion and handle sensitive, confidential information required
- An understanding of working with unionized labor and a background in professional concert event production is strongly preferred.
- Demonstrated success in organizing work, meeting strict deadlines, and setting priorities
- Outstanding attention to detail and ability to multi-task
- Excellent verbal communication and written skills
- Desire and aptitude to be a team player and to work collaboratively across the organization
- Ability to read music and an interest and understanding of symphonic repertoire is preferred.
- Physical requirements include: walking quickly, standing, and moving agilely for extended periods of time in venues and production spaces. Must be able to lift and carry up to 40 lbs.
- Must have valid driver's license and reliable transportation
- **Day, evening, and weekend work required**
- **Proof of being fully vaccinated and boosted for COVID-19 required**

APPLYING

Qualified candidates should send a resume and cover letter to employment@charlottesymphony.org

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