



## DIRECTOR OF ARTISTIC OPERATIONS

**Job Title:** Director of Artistic Operations  
**FLSA Status:** Full-time/Exempt  
**Job Location:** Hybrid, remote/Sonoma County  
**Reports to:** President & CEO

**Overview:** Santa Rosa Symphony is one of the Bay Area’s leading nonprofit performing arts organizations. With a \$5 million operating budget, the Symphony – Resident Orchestra of Sonoma State University’s Green Music Center – presents over 40 performances along with a robust portfolio of music education programs that inspire and engage 50,000+ people annually. A member of the senior management team and a key liaison between the Symphony’s administration and musicians, the Director of Artistic Operations (DAO) oversees the planning and execution of all Symphony services, including orchestra, chamber orchestra, and chamber music. The DAO is responsible for implementing the Symphony’s season schedule and ensuring all programs and services are produced smoothly, effectively, and efficiently. Reporting to the President & CEO, the DAO will work closely with the Music Director, Pops Conductor, and orchestra musicians, and will supervise the Personnel Manager, Orchestra Librarian, Production Stage Manager, and Concert Operations Assistant.

### Job Duties and Responsibilities:

#### Artistic Planning and Production

- Support the Music Director and President & CEO in implementing artistic planning for the Symphony’s annual programming, including the Classical Series, Pops Series, Snoopy Family Concert Series, Symphony specials, Symphony Uncorked summer series, and other community engagement and contracted booking services.
- Plan, administer, and supervise all concert production activities of the Symphony, including personnel matters and guest artist appearances, facilities use, equipment rental, staging and other logistical requirements; coordinate with venue personnel on these activities to ensure timely communication and successful execution of the Symphony’s production plans.
- Supervise ensemble setup for rehearsals and concerts, and consult with the Music Director, Pops Conductor, and other guest conductors regarding special setup requirements.
- Manage the Orchestra Librarian as they procure, prepare, and distribute scores and parts; ensure library budgets are accurately developed and adhered to and performance details reported to ASCAP, BMI, etc.
- Arrive backstage in a timely manner to check all preparations, inform orchestra personnel, stage technicians and venue staff of last-minute information, and determine actual starting time of concerts.
- Coordinate and implement arrangements for the recording of rehearsals and concerts, ensuring these activities are done in accordance with the Symphony’s Master Agreement with the Musicians Union Local 6 of the American Federation of Musicians and, when applicable, the Integrated Media Agreement.
- Ensure that concert-related agreements and invoices are accurate and submitted to the finance department for processing and payment in a timely manner.

## **Scheduling**

- Prepare and maintain the orchestra's master schedule in collaboration with the President & CEO and Music Director to achieve artistic goals and minimize scheduling conflicts with other organizations while maximizing services for the musicians and upholding requirements of the Master Agreement.
- Coordinate and assist the President & CEO in the scheduling and booking of the necessary facilities for rehearsals and performances.

## **Orchestra Personnel**

- In collaboration with the Personnel Manager, serve as an important liaison between administration and musicians through communication, record keeping, interpretation of the Master Agreement, other personnel-related activities, and the fostering of a collegial and supportive work environment.
- Manage the Personnel Manager as they oversee the hiring of musicians for orchestra and other ensemble services, manage communications with the orchestra, prepare and maintain payroll reports and other records, and coordinate and administer auditions.
- Act as personnel manager on duty for services the Personnel Manager is unable to be present for.

## **Guest Artists/Guest Composers**

- At the request of the Music Director and President & CEO, manage the engagement of guest artists and guest composers by determining availability, communicating with managers, and coordinating the contracting process.
- Manage the creation of itineraries and all aspects of guest artist/guest composer visits, including practice/rehearsal schedule, transportation, accommodations, hospitality; ensure distribution of marketing materials to various administrative departments; coordinate relevant auxiliary activities with other administrative departments; and ensure contracts are processed for payment in a timely manner.

## **Master Agreement/Contracts**

- Analyze prospective season program repertoire to ensure satisfaction of minimum services guarantee levels outlined in the Master Agreement.
- Serve on Symphony's CBA negotiating committee; research specific topics and determine financial and other impacts of proposed changes, as needed.
- Interpret, monitor, and uphold terms of the Master Agreement and the Collective Bargaining Agreement with Local 16 of the International Alliance of Theatrical Stage Employees.

## **Administrative**

- Develop and monitor budgets for all artistic and production activities.
- Hire, train, manage, and evaluate the production staff, cultivating a collaborative, supportive, and respectful culture.
- Manage procurement of supplies, licenses, equipment, and services for operational purposes. Maintain inventories of property and supplies, making periodic checks for reports to the President & CEO.
- Coordinate with all relevant parties, including other administrative departments and venue personnel, to ensure access to accurate and up-to-date scheduling, production, programming, and guest artist information; collaborate with development team to support various donor activities involving guest artists and/or artistic personnel.
- Serve as part of the senior management team and assist the President & CEO in setting and implementing administrative and artistic policies established by the Board of Directors.
- Perform other duties as assigned by the President & CEO.

**Qualifications:**

- Minimum of 5-7 years' experience in artistic administration, orchestra personnel management, and/or operations, including supervisory roles with full-time and part-time administrative staff.
- Bachelor's Degree, preferably in music, arts administration, or a related field.
- Deep familiarity with orchestral repertoire and performance practices, including experience working with orchestra musicians, instrumental soloists, and artist managers; knowledge of Bay Area orchestral landscape a plus.
- Demonstrated success developing, implementing, and managing budgets.
- Experience negotiating, interpreting, and implementing venue, guest artist, and collective bargaining agreements.
- Exceptional organizational, project, and time-management skills, including keen attention to detail.
- Excellent communication and interpersonal skills, including the ability to cultivate strong relationships across the organization, listen, problem-solve, and respond in a timely and thoughtful manner to musicians' needs and concerns, including in fast-paced, high pressure, deadline-oriented environments.
- Proficiency with MS Word, MS Excel, Outlook, and other cloud-based and SaaS software platforms, programs, and communication tools.

**Working Conditions:**

- Ability to sit or stand for prolonged periods of time.
- Ability to work on a computer in an office environment.
- Ability to lift and carry up to 20 pounds periodically.

**Position:**

The Director of Artistic Operations is a full-time, exempt position based at the Symphony's office in Santa Rosa. The Symphony offers a hybrid work environment to its administrative employees. Regular business hours are Monday-Friday from 9:00am-5:00pm. However, given that frequent night and weekend hours will be required for rehearsals, performances, and other programmatic activities, flexible scheduling is expected.

**Compensation:**

Salary range for this position is \$90,000-\$110,000, depending on experience and qualifications. Compensation package includes 100% employer-sponsored health, dental, vision and long-term disability insurance, 401k plan with employer match, and generous paid vacation, holidays, and sick leave.

**To Apply:**

Email cover letter and resume as a single PDF by Friday, April 3, 2026, to J. Andrew Bradford, President & CEO, at [abradford@srsymphony.org](mailto:abradford@srsymphony.org). Include job title in subject line. No phone calls, please.

Santa Rosa Symphony is committed to providing equal opportunity for all persons employed or seeking employment with the Symphony. The Symphony will recruit, hire, retain, promote, and otherwise treat all employees and job applicants equally, without regard to race, color, religion, national origin, gender, age, physical or mental disability, marital status, medical condition, sexual orientation, veteran status, or any other basis prohibited by applicable law.

**About Santa Rosa Symphony**

Now in its 98<sup>th</sup> season, the Santa Rosa Symphony is one of the oldest symphony orchestras in the western states. Located in Sonoma County's picturesque wine country, Santa Rosa, California has forged an identity as a place in love with classical music. Few cities in America of comparable size support a regional symphony orchestra so vital, dynamic, and innovative.

Santa Rosa Symphony is the resident orchestra performing in Weill Hall at Sonoma State University's Green Music Center. The 1,400-seat Weill Hall is magnificent and impressive, featuring beautiful views of the rolling hills. One of the most acoustically superb concert venues in the world, Weill Hall was designed to replicate the

intimacy and acoustics of Vienna's Musikverein and Seiji Ozawa Hall at Tanglewood, where the Boston Symphony performs during the summer.

Santa Rosa Symphony is comprised of 81 virtuosic musicians and performs seven Classical Series concert sets in Weill Hall from October through May. Other programs that reach diverse local audiences include a Pops Series, a Snoopy Family Series, Free Concerts for Youth, a Symphony Uncorked summer series, and a series of small ensemble programs at the Brannan Center in Calistoga.

Francesco Lecce-Chong, our charismatic Music Director and Conductor, joined the organization in 2018 and is now in his eighth season. A Solti Foundation Award winner, the Boulder, Colorado native began conducting at the age of 16 and graduated from the Mannes College of Music and Curtis Institute of Music, where he studied with Otto-Werner Mueller. His captivating command at the podium draws rave reviews.

Widely recognized as one of the area's premier cultural institutions, the Santa Rosa Symphony is not only renowned for artistic excellence, but also acclaimed for our outstanding Institute for Music Education. Through ambitious community outreach, we nurture bright futures for 20,000+ youth annually. Music education programs include: six youth ensembles, an instructional summer music academy, in-school programs, and Free Concerts for Youth at Green Music Center.

The Santa Rosa Symphony Association is governed by a 36-member Board of Directors and run by a dedicated, professional staff. The Symphony is supported by active Emeritus Advisors, the Santa Rosa Symphony League, and countless other contributors: loyal and generous sponsors, donors, patrons, and volunteers. The Symphony is financially sound and has maintained a cash-positive position for more than two decades. The Santa Rosa Symphony is a member of the Association of California Symphony Orchestras and the League of American Orchestras. For more information, visit [www.srsymphony.org](http://www.srsymphony.org).