



Operations Manager

The Princeton Symphony Orchestra (PSO), widely regarded as one of New Jersey's finest arts organizations, is a highly successful professional orchestra. The PSO presents a six-program classical series at Richardson Auditorium in Princeton as well as pops, holiday, and education concerts, a chamber music series throughout Central New Jersey, a series of lectures and events for the community and education programs reaching over 10,000 students annually.

This is an exciting time of growth for the PSO: the organization recently merged with the Princeton Festival, an annual June performing arts festival, producing its first post-merger festival in a 10,000 sq. ft tent on the grounds of Morven Museum & Garden. The Princeton Festival offers a robust schedule including fully-staged opera, concerts (orchestral, chamber music, Broadway/pops, jazz, baroque), lectures and community events.

JOB TITLE

Operations Manager

POSITION

This newly-created full-time position accounts for increased production and administrative needs arising from PSO's merger with the Princeton Festival. This position will have ongoing duties during the regular orchestra season and significant responsibility for planning and production of the Festival.

Reporting to the Director of Artistic Operations, the Operations Manager works closely with the Executive Director, Director of Patron Experience, musicians, orchestra librarians and personnel managers, venue staff, guest artists, Festival staff, seasonal production crews, and vendors.

ESSENTIAL JOB FUNCTIONS

- Plan and administer aspects of concert production such as stage and technical requirements, instrument rental, licenses and other logistical arrangements, working with venue partners.
- Create and update scheduling and production documents including stage and pit plots.
- Set up and manage rehearsals, concerts, and other events.
- Transport PSO-owned and rented equipment to/from venues.
- Ensure compliance with all terms of the Collective Bargaining Agreement and other relevant work rules.
- Work with vendors; obtain and manage equipment and services for Festival grounds including performance tent, trailers, generators, furniture, vehicle rental, etc. within an established budget.
- Serve as point of contact for Festival production and artistic staff including directors, designers, stage management, lighting and sound technicians, and others. Schedule meetings and communicate information; manage travel and housing arrangements.
- Issue contracts and ensure compliance with technical riders and other contractual obligations.
- Handle guest artist arrangements including travel, accommodations, and hospitality; work with artist managers for logistical planning.
- Collect and track employment documents.
- Manage implementation of PSO COVID-19 policy for musicians and staff.
- Schedule and advertise auditions; work with Associate Personnel Manager to manage audition logistics.

- Maintain musician login page on PSO website.
- Recruit and supervise seasonal production assistants as needed.
- General responsibility for storage and maintenance of PSO equipment inventory.
- Other duties as assigned.

QUALIFICATIONS

- Bachelor's degree, with a minimum of 4 years managing similar responsibilities.
- Experience in concert production, technical theater, or equivalent experience.
- Superb organizational skills, attention to detail, project management skills, and the ability to plan, prioritize, and handle multiple deadlines.
- Impeccable professionalism and excellent interpersonal skills to work with a variety of constituents from an array of lived experiences.
- Proven ability to move through conflicts and handle sensitive matters.
- Strong written and verbal communication skills.
- Excellent technology and computer skills.
- Flexibility to work outside normal office hours at concerts and events.
- Must have a valid driver's license with a clean driving record, reliable transportation, and the ability to occasionally drive a box truck up to 26 feet.
- Able to lift, carry, and/or move up to 50 lbs.

DESIRABLE

- Familiarity with the classical music, opera, and/or theater industry.
- Experience with theater/audiovisual equipment and technology.

COMPENSATION

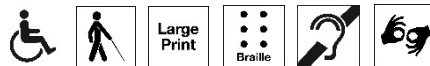
This is a full-time (exempt) position requiring regular evening and weekend work to cover PSO concerts and events, including the full Princeton Festival rehearsal and performance period in May and June. Salary Range: \$55,000-\$65,000. Salary is commensurate with experience; benefits include health insurance and paid vacation.

OTHER

All Princeton Symphony Orchestra employees and on-site contractors are required to be fully vaccinated against COVID-19, and must have received any booster shot for which they are eligible, as well as any future booster shot that may be required.

HOW TO APPLY

Submit a resume and cover letter to employment@princetonsymphony.org with "Operations Manager" in the subject line. Applications will be reviewed until the position is filled. All applications will be treated as confidential. Electronic submissions only – no phone calls. Reference and background check will be completed during final interview process. If you require any assistance or accommodations during the interview process, please include this information when submitting your application.



The Princeton Symphony Orchestra (PSO) is deeply committed to a thoughtful, honest, and ongoing self-examination of how we are applying principles of equity, diversity, and inclusion (EDI) and antiracism within our organization. Individuals who bring diverse backgrounds and perspectives are encouraged to apply. It is our policy to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, status as a qualified individual with a disability, or any other characteristics protected by federal, state, or local law.