



Assistant Director of Operations

The Princeton Symphony Orchestra (PSO), widely regarded as one of the New Jersey's finest arts organizations, is a highly successful, professional, per-service 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, lectures and events for the community, and education programs reaching over 10,000 students annually. The PSO values its partnership with the Youth Orchestra of Central New Jersey (YOCJ). Each June, the PSO presents the Princeton Festival, a multi-genre performing arts festival produced in a 900-seat outdoor performance pavilion 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

Assistant Director of Operations

POSITION

This full-time position is responsible for the planning and execution of operations and production for the Princeton Symphony Orchestra and the Princeton Festival, ensuring that all events are run smoothly and effectively.

Reporting to the General Manager and Director of Artistic Planning, the Assistant Director of Operations works closely with orchestra musicians, music librarian, personnel managers, venue staff, guest artists, seasonal production staff, and vendors.

ESSENTIAL JOB FUNCTIONS

- Responsibility for the planning and onsite execution of production for all events, including stage and technical requirements, instrument and equipment rental, musician/guest artist needs, and other logistical arrangements.
- Create, distribute, and update schedules and production documents including stage and pit plots, and create and maintain the Princeton Festival master calendar.
- Lead and participate in set up/load out for rehearsals, concerts, and other events including PSO galas, meetings, etc.
- Develop and update production budgets as assigned.
- Obtain and oversee equipment and services for Festival grounds including performance tent, trailers, generators, furniture, vehicle rentals, movers, cleaning services, etc. as primary vendor contact.
- Issue contracts and manage the contract tracking process. Ensure compliance with technical riders and other contractual obligations.
- Handle all guest artist arrangements including itineraries, travel, accommodations, and hospitality; work with artist managements for logistical planning. Organize local transportation including driving artists as needed. Act as liaison for guest artists before, during, and after their engagement, providing the highest standard of care.
- Manage production process for opera and other larger scale projects. Serve as primary resource for contract staff including opera director, designers, stage management, lighting and sound technicians, and others. Manage timelines and production needs; schedule meetings and communicate information; manage travel and housing arrangements.
- Collect and track employment documents; responsible for timely and accurate entry of payroll.

- Set up and run basic sound and lighting equipment for select events.
- Assist with music library duties when needed; maintain musician portal page on PSO website.
- Responsible for seasonal production staff needs for Festival: recruitment/hiring, scheduling, and supervision.
- Transport PSO-owned and rented equipment to/from venues.
- Ensure compliance with all terms of the PSO's Collective Bargaining Agreement and other relevant work rules.
- Schedule and advertise auditions; work with Associate Personnel Manager to manage audition logistics.
- General responsibility for storage and maintenance of PSO equipment inventory.
- Other duties as assigned.

QUALIFICATIONS

- Bachelor's degree, with a minimum of 5 years in a similar role with progressive responsibility.
- Significant experience in concert production, technical theater, or equivalent experience.
- Superb administrative skills including attention to detail, project management skills, and the ability to plan, prioritize, and handle multiple deadlines.
- Ability to be proactive and independent in identifying and solving problems.
- 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 with proficiency in Microsoft Excel/Word and Google suites. Familiarity with Visio or drafting software preferred.
- Flexibility to work outside normal office hours at rehearsals, 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 in length.
- Able to lift, carry, and/or move up to 50 lbs and on occasion manage items in excess of 100 lbs.

DESIRABLE

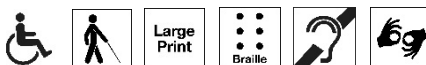
- Strong background in the classical music, opera, and/or theater industry.
- Experience with theater/audiovisual equipment and technology.

COMPENSATION

This is a full-time (exempt), onsite 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: \$72,000-\$77,000. Salary is commensurate with experience; benefits include health benefits, 401(k) with employer match, long term disability insurance, and paid time off. Candidate must be willing to relocate to the Princeton, NJ area.

HOW TO APPLY

Submit a resume and cover letter to employment@princetonsymphony.org with "Operations" 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.