



Job Posting

Vice President of Artistic Planning

About Us

The Florida Orchestra exists to INSPIRE-EDUCATE-UNITE and build community through the power of music. Celebrating our 57th season in 2024-25, The Florida Orchestra is the largest professional orchestra in the state and the only arts organization that bridges the bay. TFO employs 70 full-time professional musicians and conductors, under the leadership of internationally acclaimed Music Director Michael Francis. Excellence is behind our musicians, the music and all we do. Each season, TFO offers more than 100 high quality music experiences and education and outreach programs. Concert series include classical, popular, and morning concerts in three major performing arts venues in Tampa, St. Petersburg and Clearwater, as well as in theaters and other non-traditional venues throughout Tampa Bay, and free Pops in the Park community concerts. Beyond the concert halls, TFO programs bring the transformative power of music to schools, youth and senior centers, to underserved areas, and to those who would not otherwise have access to such opportunities. We put instruments in the hands of children, offer inspiration and joy to all ages and stages, comfort to those who most need it, and bring our community together. The Florida Orchestra has an annual operating budget of about \$15 million.

Position Summary

The Florida Orchestra (TFO) seeks a dynamic and strategic arts leader to serve as its Vice President of Artistic Planning. Reporting directly to the President & CEO and Music Director and collaborating closely with TFO's Artistic Advisor, Vice President of Artistic Operations, Resident Conductor as well as the senior leadership team in planning activities for upcoming seasons and executing artistic plans for TFO. This role is pivotal in shaping and executing TFO's artistic vision and will oversee programming across all series and initiatives, manage relationships with guest artists and conductors to meet TFO's goals and continue to elevate the profile of the orchestra on a local and national scale. This leadership position integrates creativity, artistic expertise, and administrative acumen, with potential for future team expansion to enhance artistic planning capabilities. This position also manages and supervises two librarians, TFO's Artistic Advisor, and co-manages the Artistic Operations Coordinator with TFO's Operations Manager.

Key Responsibilities

Artistic Planning & Programming

- Responsible for all TFO artistic programs and engagement of guest conductors, artists and soloists in alignment with the Music Director's artistic vision and within approved financial parameters.
- Design and implement relevant, and artistically significant programming for TFO in collaboration with the Music Director, resident and guest conductors and in consultation with the President & CEO and Vice President of Artistic Operations; working closely with choral and opera conductors and guest artists to ensure the deployment of the finest artistic experience for the TFO and its audiences.
- Cultivate a compelling and diverse array of guest artists, conductors, and repertoire across all programming, ensuring that TFO is well known for its artistic profile and as a destination for guest artists. Nurture deep relationships with agents, artists, publishers and artistic partners.

- Lead the artistic planning process and long-range programming strategy, including repertoire development and commissioning projects.
- Coordinate with the Vice President of Artistic Operations to align season planning with production and operational considerations.

Guest Artist & Contract Management

- Negotiate contracts with guest artists, conductors, and composers, ensuring alignment with budgetary constraints and institutional priorities.
- Co-manage TFO's Artistic Coordinator with the Operations Manager, including communicating with artist managers and internal teams to coordinate schedules, technical requirements, generate and review artist contracts and services. Provide guidance to the Artistic Coordinator on best practices and variances.
- Support and participate in rehearsal and performance operations related to guest artists and conductors, including hospitality and special events.
- Support and facilitate guest artist appearances to benefit institutional goals in other areas such as philanthropy, marketing, education and community engagement; ensure these engagements are part of contractual agreements when required.
- Provide guest artist hospitality at the highest level.

Cross-Departmental Collaboration

- Communicate artistic plans and programming details to Marketing, Development, Education, and Artistic Operations departments to ensure cohesive organizational efforts.
- Attend and participate in weekly Artistic Operations meetings.
- Collaborate with the Resident Conductor and Director of Education and Community Engagement on education programs and community partnership endeavors as needed.
- Provide content and context for promotional and fundraising initiatives.
- Represent the artistic team in interdepartmental meetings and strategic planning sessions.
- Serve as staff liaison to the Artistic Advisory Committee of the Orchestra.

Administration & Budgeting

- Develop and manage the annual artistic budget in collaboration with the Finance and Artistic Operations departments.
- Monitor programming expenses to ensure alignment with financial goals.
- Maintain accurate programming data and coordinate with the orchestra librarian and personnel manager for execution.

Strategic & Institutional Leadership

- Contribute to organization-wide strategic planning and artistic visioning.
- Collaborate with the Music Director and President & CEO on special initiatives, community engagement opportunities, and mission-driven programming.
- Serve as a public ambassador of TFO's artistic vision to stakeholders, donors, and the community.

Qualifications and Skills

- Passion for and deep knowledge of orchestral music, artists and the symphonic industry.

- Extensive knowledge of all orchestral, opera, and chamber repertoire that spans to musical styles, genres, and repertoire both inside and outside the classical realm.
- 3 to 5 years of artistic planning and programming experience exemplifying a proven track-record of artistic quality, creativity, and innovation.
- Proven experience working regularly with artists and a current network of international artists and industry contacts.
- A strong understanding of and enthusiastic commitment to the mission of The Florida Orchestra.
- Bachelor's degree in Music or related field (Master's preferred).
- Strong interpersonal, leadership, management and collaboration skills, ability to connect and interact with people of all ages and stages with empathy and professionalism.
- Superb communication, negotiation and leadership skills with a persuasive ability, including attention to detail and strong written communication with demonstrated ability to execute multiple plans effectively simultaneously and on time in a fast-paced environment.
- Well-developed critical thinking, problem solving, research and strategic planning skills.
- High level of proficiency with Microsoft Office Suite - Word, Outlook, PowerPoint and Excel; experience with ArtsVision is a plus.
- Ability to work evenings and weekends.
- Other duties as assigned.

Physical Demands

- While performing the duties of this position, the employee is frequently required to stop, reach, stand, walk, lift, pull, push, grasp, communicate and use repetitive motions.
- While performing the duties of this position, the employee may lift and or move 20 pounds of materials.

Compensation and Benefits

This full-time, exempt position offers a competitive salary and a comprehensive benefits package, including health, dental, and vision coverage, as well as a retirement plan. The role involves managing operations that extend beyond standard office hours, with some evening and weekend availability required—particularly during the concert season, which runs from September through May.

Application Process

Interested candidates should submit a resume, cover letter, and three professional references to Jobs@floridaorchestra.org. Please include "VP of Artistic Planning" in the subject line. Applications will be accepted until June 16, 2025. All inquiries and discussions will be considered strictly confidential.

The job description does not constitute an employment agreement and is subject to change by The Florida Orchestra based on the changing needs and requirements of the job, department, or organization. Duties, responsibilities, and skills are also subject to change.

The Florida Orchestra is a registered 501(c)3 non-profit an equal opportunity employer and does not discriminate on the basis of race, sex, age, religion, national origin or any other basis prohibited by applicable law.