



## **Concert Manager – Position Description**

The Bozeman Symphony is seeking a full-time Concert Manager. With a mission to engage, unite, and uplift the human experience through music, the Bozeman Symphony Orchestra & Symphonic Choir serve south-central Montana through inspiring symphonic and choral performances, across our Classical Series, Bozeman Symphony Presents, and Spotlight Series. Beyond the concert hall, we also provide meaningful educational experiences and community engagement for all ages. Today, the Bozeman Symphony stands at a transformational moment. Guided by Music Director Norman Huynh and energized by growing audience demand and strong community support, the organization is advancing a bold vision rooted in artistic excellence, operational strength, and meaningful public impact. We are committed to inspiring the next generation, deepening connections across our region, and helping shape a distinctive Montana Sound for years to come.

**Position Summary:** The Concert Manager is responsible for critical “behind the scenes” activities related to each of the Symphony’s performances. This immersive role includes the planning, organization, and execution of each orchestra and choir performance from beginning to end. Along with critical management functions related to production and planning, guest musician personnel, and stage management crew, this position forms the foundation of the organization’s artistic activities in coordination with the artistic vision each season. This position works closely with the Executive Director, along with a team of symphony orchestra professionals, including the Music Director, Symphonic Choir Director, Orchestra Personnel Manager, Assistant Conductor and Librarian, the orchestra and choir musicians, and additional administrative staff as needed. This position manages team members designated to support this role, typically including a Stage Manager, production setup crew, and volunteer recruits. This position works directly with the Willson Auditorium technical director and Bozeman School District staff, as well as any other event space administrative and production teams where the Bozeman Symphony performs, such as Hope Lutheran Church.

### **Breakdown of Duties and Responsibilities -**

#### **Concert Production and Planning:**

- Plan and administer all concert production activities of the orchestra and choir, including facility and equipment rental, staging requirements, contracting vendors, and other logistical arrangements.
- Prepare the orchestra and choir’s production schedule by working with the Executive Director, Music Director, and community partners to determine dates, venues, and contracts for all rehearsals and performances, adhering to the organizational planning schedule.
- Supervise and coordinate activities with support staff, including the Stage Manager, volunteer recruits, production setup crew, and the Willson Auditorium technical director and staff related to concert production and planning.

- Provide a schedule of load-in/out times, rehearsal times (including guest artist practices), and all other scheduling information to the BSO Staff, Stage Manager, setup crew, vendors, and Willson Auditorium Technical Director.
- Supervise orchestra set up for rehearsals and concerts; coordinate with Music Director and assist as required to execute on-site artistic activities that take place during rehearsals and concerts.
- Arrive backstage early to check all preparations, informing the Orchestra Personnel Manager, Stage and Equipment Manager, and Willson Auditorium stage technicians of any last-minute changes.
- Work closely with executive leadership to share information and discuss production issues related to concerts.
- Schedule maintenance on equipment such as piano tuning.
- Coordinate and contract any additional concert activities outside the Willson Auditorium, such as the piano recital series, Symphonic Choir concerts, Spotlight Series at Hope Lutheran, Symphony at the Shane, contracted, and summertime productions.

#### ***Guest Artist Management***

- Coordinate housing, transportation, itinerary, practice times, rehearsal times, and hospitality for guest artists.
- Help promote positive relations between guest artists and their management, and the BSO organization.
- Work closely with the Music Director and the Executive Director to share information and discuss issues related to guest artists and to prepare and distribute guest artist contracts each season.
- Work with the Executive Director to modify the Musician's Handbook each season, and to create and/or modify any policy-related documents each season.
- Distribute complimentary tickets to guest artists as requested in coordination with the Box Office.
- Other duties as assigned or apparent.

#### ***Fiscal Management***

- Prepare budget projections for all concerts each season as requested.
- Work with the Executive Director to ensure adherence to the production budget and notify the Executive Director of any budget variances.
- Work with the bookkeeper to ensure all timely payments to guest artists and vendors.

#### ***Other Duties***

- Serve as part of the management team when assisting the Music Director and the Executive Director in implementing administrative and artistic policies.
- Build strong relationships with the Symphony's community of musicians, volunteers, board members, patrons, donors, and education, business, and nonprofit partners, including the annual calendar sharing with other Montana organizations such as MASO, Opera Montana, and Montana Ballet Company.

**Qualifications:**

- Bachelor's degree or 1-3 years of relevant experience.
- Excellent written and verbal communication skills and the ability to interact effectively with a wide variety of people.
- Strong organizational skills and attention to detail with a high degree of accuracy are essential.
- Able to work evenings and weekends.
- Ability to meet deadlines, often under pressure.
- Excellent computer skills, including proficiency in Microsoft Office Suite.
- High level of personal and professional integrity and trustworthiness.
- Strong work ethic and minimal need for direction.
- Ability to work well independently as well as part of a team.
- Ability to be a self-starter, learn quickly, remain calm and cool-headed under pressure, problem solve, and possess a "can-do" attitude.
- Ability to lift 30lbs
- A valid driver's license

**Preferred Qualifications:**

- Degree in music and/or arts management.
- Experience working or performing with a symphony orchestra.
- Knowledge of orchestral and chamber music repertoire.

Compensation: \$50,000/year

**Job Type:** 40+ hours a week, Full-time, salaried exempt

**Reports to:** Executive Director

**Hours:** Typical hours include office time between 9:00 a.m.-5:00 p.m. Monday-Friday, PLUS additional hours as needed and availability to oversee setup for events and concerts that may take place in the evenings and on weekends. Your schedule will be approved by Executive Director

**Benefits:** 2-week paid vacation; paid holidays (including Fridays off following performance weekends at Willson Auditorium); paid sick days; medical, dental, and vision insurance; simple IRA after 1 year; complimentary tickets to performances and events (when available); flexible schedule (when available).

**To Apply:** Please submit your cover letter, resume, and two professional references to [employment@bozemansymphony.org](mailto:employment@bozemansymphony.org). The position is open until filled, prioritizing materials submitted by May 6th, 2026. Submissions without the requested materials will not be reviewed.

*The Bozeman Symphony is an Equal Opportunity Employer.*