

HELENA SYMPHONY

ALLAN R. SCOTT MUSIC DIRECTOR
THE JIM & SUZI STANGER CHAIR

JOB DESCRIPTION

POSITION: Director of Artistic Planning
REPORTS TO: Music Director

ORGANIZATION OVERVIEW

The mission of the Helena Symphony is to engage, enrich, transform, and inspire lives through music. The Symphony's relevance to the community is reflected the core values: artistic excellence, community engagement, education, inclusivity, financial stability, and organizational viability. The vision created by the Music Director is to connect the community through music and to be integral to the life in the region.

POSITION OVERVIEW

The Director of Artistic Planning is a member of the senior staff and as such works with the Music Director, Symphony staff, and the Board of Directors. The Director of Artistic Planning is the chief coordinator of all artistic activities, serves as the general manager of the 78-member Helena Symphony Orchestra, a regional professional orchestra working under a master agreement and is made up of musicians from all over the country. The position also serves as the chief of staff for the artistic administration. As the leader of the Artistic Administration, the Director of Artistic Planning position exists to support the mission and purpose of the Helena Symphony and the artistic vision of the Music Director.

POSITION PURPOSE

The Director of Artistic Planning works regularly with the Music Director, Senior Staff, Artistic Staff, and Artistic Administration to: ensure all concerts and artistic efforts of the Helena Symphony adhere to artistic needs, budgeting, needed staff, and work within the mission and vision of the organization. The Director of Artistic Planning must be able to work no less than 3-6 months in advance in addition to planning for the next 12-18 months, all the while ensures the daily operations of the Orchestra, Chorale, and Artistic Staff are met. The Director of Artistic Planning executes the Music Director's artistic vision for the organization and oversees the entire production budget.

RESPONSIBILITIES

Artistic Planning

- Work with the Music Director in planning the concert season.
- Communicate with and distribute correspondence to Symphony staff and musicians regarding artistic planning
- Work with the Music Director to maintain and assist with preparation of the annual artistic budget; prepare budget projections.
- Maintain the details of the entire production budget, including the orchestra payroll, guest artists' payroll, travel stipends, per diems, music budget, and venue expenses. Give monthly updates to the Music Director on budget planning and yearly projections.
- Adhere to financial budgeting limits prescribed in all areas of responsibility.
- Stay abreast of arts management activities involved in the national and local scenes; recommend to the Music Director new activities that may advance the organization's objectives.
- Schedule and ensure that a member of the Artistic Administration is "on call" for every rehearsal and performance. Update "on call" binder with guest artist schedules, staging needs, contact information for musicians, staff, guest artists, housing hosts, and the venue, and give to the "on call" staff member. Additionally, confirm dressing rooms are properly prepared, musicians rosters are accurate, and all announcements needed are prepared.

Orchestra & Chorale Personnel

- Work with Artistic Staff, Operations Manager, and Chorale Manager to determine all Symphony rehearsals and personnel policies, including the publication of the Musicians Handbook.
- Work with the Operations Manager and Chorale Manager to ensure the best working conditions for the musicians at all times. Serve as member of the Symphony management negotiating team for orchestra musicians' compensation, musicians' contracts, and the Master Agreement. Maintain thorough knowledge of the Master Agreement and all contracts between the Symphony and musicians.
- Assist the Operations Manager with Orchestra auditions, including securing audition locations, writing announcements, and scheduling.
- Meet with Players Council and Singers Council to share information and discuss issues of concern, as needed.
- Follow up on all requests in a timely manner; help promote positive working relationships between musicians and Symphony staff.

Guest Artists

- Engage, determine availability, and negotiate fees for all guest artists, as selected by the Music Director.
- Nurture relationships between the Symphony and guest artists and/or artists' managers.
- Arrange auditions of or materials from guest artists.
- Schedule all / any rehearsals for the Music Director or conductors.
- Schedule and arrange for the use of rehearsal venues for all Conductor's Piano Rehearsals.
- Determine with the Operations Manager the rehearsal schedule of guest artists.
- Arrange for guest artist travel needs, housing accommodations, and hospitality.
- Work with Operations Manager to ensure any and all stage needs of guest artists and Music Director are met.
- Assign dressing rooms, provide bottled water, and ensure necessary transportation to and from rehearsals and performances and the guest artists' housing accommodations.

General Duties

- Adhere to all financial budgeting limits prescribed in all areas of responsibility and maintain weekly knowledge of all production budgets.
- Work with the Executive Assistant to the Music Director to ensure that the Music Director is present at any rehearsals, performances, production meetings, rehearsals with soloists as needed.
- Know the structure and organization of the organization, including the Musician Handbook, Internal & External Protocol for Staff, Orchestra Master Agreement, Musicians Communication Policy, and a general knowledge of the organization's activities, including fund raisers, rehearsal and performance schedule, marketing efforts, and development campaigns.
- Have a positive interaction with wide range of staff, Board, musicians, guest artists, external executives, patrons, donors and community leaders.
- Handle details of a confidential nature regularly.
- Be perceptive and aware of the organization's activities.

PROFICIENCIES

Quality Communication: The Director of Artistic Planning must be an excellent communicator, in both written and oral form, with proficiencies in spelling, grammar, and punctuation. The Director of Artistic Planning must also be able to track communication (and be very responsive) across multiple channels without losing any details, including in-person meetings, Zoom meetings, Slack messages, text messaging, email, and phone calls. The position also requires communicating effectively and in advance to external organizations, such as artist managers, and internal groups such as the Helena Symphony Orchestra, Helena Symphony Chorale, Artistic Staff, Artistic Administration, Players Council, Singers Council, and Orchestra Principals.

Significant Budget Awareness & Financial Planning: The Director of Artistic Planning operates with a complete understanding of the production budget, future expenses, and a daily knowledge on the impact all artistic and production decisions have on the organization's fiscal health.

Ability to Plan & Execute Months in Advance. The position requires the Director of Artistic Planning to always be no less than 3-6 months ahead, in addition to laying the groundwork for plans 12-18 months in the future. This mandates superior organization, weekly reviews of all planning, and maintaining industry standard orchestral management strategies and systems.

Affinity for Technology. The Director of Artistic Planning will strive to maintain a proficiency in and not intimidated to learn technology that helps with productivity, including Todoist, Slack, Zoom, Microsoft Office, Apple products (iOS and Mac OS), and Mac-related applications.

REQUIREMENTS

- Ability to strategically think and plan, while executing short term and long-term goals.
- Ability to manage a large production budget and financial plan.
- Ability to work independently and with teams of people.
- Highest integrity and ethical standards.
- Ability to develop and maintain a commitment to excellence, creativity, teamwork, and mutual respect.
- Ability to listen and respond with the respect and understanding and a willingness to seek solutions.
- Ability to maintain composure under stress.
- Self-motivated, detailed oriented and highly organized, with the ability to balance multiple tasks successfully
- Superior organizational skills and meticulous attention to detail
- Ability to sustain the trust and confidence of internal and external constituencies
- Ability to plan weeks and months in advance
- Excellent computer skills with detailed working knowledge of Microsoft Office
- Maintain a smart phone
- Ability to maintain confidentiality of information
- Understands and supports the mission, goals, structure, and artistic vision, and core values of the Helena Symphony
- Excellent verbal and written communication skills
- Capacity to learn and adapt to change

PREFERRED

- Appreciation for classical music and understanding of its value in the community.
- An understanding of production and symphonic orchestral management.
- Bachelor's degree.
- Experience and strong knowledge of Microsoft Office and task management applications
- Ability to handle the physical demands commensurate with an active position including lifting up to 40 lbs