



## Position Description

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**POSITION:** Operations Manager  
**REPORTS TO:** Producer  
**SUPERVISES:** Stage Crew  
**POSITION TYPE:** Exempt  
**HOURS:** Full-time year-round. Evening and weekend work is required.  
**COMPENSATION:** \$50,000

**BENEFITS:**

**Health Insurance:** 100% of premium paid by employer for employee  
Dependents: Employee funded

**Dental & Vision Insurance:** 100% of premium paid by employer for employee

**Term Life and Long Term**

**Disability Insurance:** 100% of premium paid by employer for employee

**403(b) Plan:** Employees eligible to participate (employer does not presently provide matching contribution)

**Leave:** 13 days paid holiday leave

12 days paid personal leave plus accrual of 0.5 additional day continuous service up to a maximum of 19.5 days

12 days paid health and wellness leave

**Position Summary:** The Operations Manager is responsible for the planning and execution of stage and theatrical production elements for all LPO concerts, rehearsals, and events. They oversee the stage crew and are an active participant of crew activities. The Operations Manager will provide support for Producer and LPO staff as needed.

**Primary Accountabilities:**

**Event Preparation**

- Work with Producer, conductors, and guest artists to determine stage layouts and special needs. Draw stage plots and plan stage resets as required.
- Plan and arrange all sound, lighting, staging, and any other related venue needs.
- Plan and arrange all instrument rentals, deliveries, and keyboard tunings.
- Participate in advance calls with venues, contractors, guest artists, and other LPO staff.



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- Act as direct liaison with all venue staff and LPO stage crew, providing technical information including detailed schedules for rehearsals, load-in and load-out, deliveries and tunings, sound and lighting needs, stage plots, and recording plans.
- Coordinate sound, lighting, staging, and special instrument needs with vendors.
- Develop and finalize weekly orchestra schedule and distribute information to LPO staff, crew, venues, and contractors.
- Produce a concert program sheet and distribute to front-of-house staff and venues as needed.
- Schedule, manage, and train all venue-specific and LPO stage crew.
- Attend all production meetings.

#### **Event Management and Implementation**

- Act as technical director and stage manager for all LPO events, such as rehearsals and concerts.
- Drive LPO vehicles (box truck, cargo van) and/or vehicles rented by the LPO.
- Manage stage crew and participate in the transportation, setup, and strike of equipment.
- Ensure that all venues areas are safe, organized, and clean prior to artist arrival.
- Attend all LPO orchestral services and respond to and anticipate any production needs. Remain present and engaged in all aspects of production at all times.
- Manage concert: responsibilities include but are not limited to: coordinate pre-concert talks; coordinate pre-concert slides; work with House Manager to start performance and end intermissions as timed; deliver voice of God announcement; cue artist entrances; handle stage resets; and manage other activities required for the smooth operation of performances.
- Set up and run lighting and sound equipment as needed.
- Provide support to front-of-house staff to support transportation and setup of signage, program books, receptions, and other related activities as necessary.

#### **Administration and Maintenance**

- Prepare and enter stage crew payroll into LPO's payroll prior to each payroll run.
- Maintain, clean and care for all LPO production equipment including but not limited to: Truck, van, chairs, music stands, lights, risers, shell, sound shields, percussion support equipment, transport cases, carts, etc.
- Ensure that the LPO storage warehouse remains tidy, organized, and clean. Handle any warehouse maintenance issues.
- Monitor and respond to emails, text messages, and phone calls in a timely manner.
- Attend all LPO staff meetings and other meetings as requested.
- Complete administrative work requested by the Producer and other departments as needed.
- Represent the LPO in a manner that demonstrates the highest standards of professionalism and ethical conduct.

#### **Position Requirements:**

- Bachelor's Degree preferred; high school degree minimum.



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- Minimum of two years of orchestral or theatrical concert production experience in an organization of similar or larger size, or equivalent experience in a related field.
- Specific knowledge of sound, recording, and lighting systems preferred.
- Successful experience working with orchestral musicians and conductors.
- Ability to work with and maintain confidential data.
- Valid driver's license and ability to drive large vehicles.
- Ability to routinely lift and/or carry up to 30 pounds from ground to overhead.
- Ability to apply troubleshooting and problem solving skills with a results and team-oriented work style characterized by a creative and tenacious approach to problem solving.
- Ability to promote a positive and passionate work atmosphere by behaving and communicating with internal and external contacts in a manner using considerable professionalism, tact and enthusiasm. Ability to interact with others in a manner that inspires trust and confidence.
- Excellent planning and organizational skills.
- Outstanding oral and written communications skills.
- Flexible and resilient – comfortable embracing change.
- Unwavering commitment to artistic excellence.
- Ability to use various computer applications including proficiency in the use of Microsoft Office.
- Willing to work regular evenings and weekends.
- Smart phone and automobile required.

## Applications

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Please submit a cover letter that describes your interest and qualifications for the position. Send with a resume and the names of three professional references.

All applications will be treated as confidential. References will not be contacted without applicant's knowledge. Electronic submissions are preferred. *(MS Word or Adobe Acrobat attachments only, please.)*

Email: [employment@pomusic.com](mailto:employment@pomusic.com) **Subject Line:** Operations Manager Search

For priority consideration, please submit materials by March 1, 2026.