

Helena Symphony

ALLAN R. SCOTT | MUSIC DIRECTOR

Job Announcement

DIRECTOR OF ARTISTIC PLANNING

JOB DESCRIPTION

The Director of Artistic Planning is the chief coordinator of all artistic activities, and serves as the:

- * general manager of the Helena Symphony Orchestra
- * executive assistant to the Music Director
- * chief of staff for the Artistic Administration

As a senior member of the Artistic Administration, the Director of Artistic Planning coordinates concert production with other staff members, participates in artistic planning, and contracts all guest artists that perform with the Helena Symphony per the planning of the Music Director.

The position works with the staff to prepare the annual artistic budget, including the entire artistic operations budget, orchestra payroll, guest artist payroll, venue and operations expenses. The position also works with the Artistic Administration to coordinate rehearsals and personnel policies and serves on the negotiating committee that oversees the Master Agreement for the musicians of the Helena Symphony Orchestra.

The position serves as the principal contact for the Music Director, including administrator of the Music Director's appointments, guest speaking engagements, public appearances, fund raiser events, travel schedule, correspondences, donor relationships, meetings, press interviews, and office hours.

REQUIREMENTS

- * superior organizational skills and meticulous attention to detail
- * strategic thinker with excellent planning and management skills
- * ability to work independently and with teams of people
- * highest integrity and ethical standards
- * ability to sustain the trust and confidence of internal and external constituencies
- * ability to develop and maintain a commitment to excellence, creativity, teamwork, and mutual respect
- * ability maintain focus on multiple projects
- * ability to plan weeks and months in advance
- * appreciation for classical music and understanding of its value in the community
- * excellent computer skills
- * maintain a smart phone
- * experience and strong knowledge of Microsoft Office and task management applications
- * Bachelor's degree preferred

COMPENSATION & HOURS

The position is 26 hours /week (.65 FTE), and hours are flexible. The position requires working during performance and rehearsal times, so some nights and weekends are required. Working around the Music Director's schedule is also expected. Salary: \$17 / hour annually with paid holidays, paid sick leave, and paid vacation.

HOW TO APPLY:

Please submit a detailed resume and letter of application to Director of Patron Services Scott Kall at patronservices@helenasymphony.org. Candidates selected will interview with search committee and the Music Director. Applications will be considered until the position is filled, but those received before 31 August 2018 will be given priority.