



Operations Coordinator Job Description

Position Summary:

Supervised by the Senior Director of Operations, the Operations Coordinator plays a vital role assisting in the planning and execution of Pacific Symphony concerts, as well as in the communication of key information to Symphony staff, musicians, and other constituents on behalf of the Concert Operations department.

Essential Functions:

- Oversee the Symphony on the Go! mobile stage performances, from scheduling to execution:
 - Serve as point of contact with community partners in performing venue site visits and executing performances.
 - Work with artistic staff in hiring musicians and scheduling rehearsals.
 - Maintain the Symphony on the Go! trailer and address any necessary repairs.
 - Oversee production personnel needed to assist in each performance.
- Participate in the team-driven creation and production of children's concerts:
 - Take part in the creative process of establishing themes, reviewing scripts, and discussing repertoire for each performance.
 - Interface with Pacific Symphony's Assistant Conductor, Orchestra Librarian, and concert operations staff in anticipating each performance's artistic requirements.
 - Attend rehearsals, oversee guest artists, and manage elements of concert production.
- Call score for video team and operate supertitles as needed for rehearsals and concerts.
- Assist in coordinating and interfacing with guest artists by performing airport pickups, providing hospitality, and delivering excellent customer service backstage.
- Serve as point of contact between Symphony and venue staff in communicating front-of-house needs and relevant concert information for each Pacific Symphony production.
- Assist with the maintenance of the orchestra planning database (OPAS) by inputting data, pulling reports, and distributing information to staff and musicians.
- Create fact sheets, program memos, schedules, and other correspondences to help communicate information to the orchestra.
- Assist in the planning and execution of orchestra auditions as needed.
- Other concert production and administrative duties as assigned.

Qualifications:

- Be a self-starter with the ability to take the initiative and manage varying workload priorities
- Possess an approachable and flexible demeanor to deliver the best customer service possible
- Ability to work on feet for several hours at a time (often outdoors) and lift up to 50 lbs.
- Strong organization and problem-solving skills
- Excellent written and verbal communication skills, including familiarity with MS Office programs
- Knowledge of classical music and the ability to read music fluently
- Possess a deep respect for the artistic temperament
- Must be a team player with the willingness to jump in and help colleagues
- Ability to maintain a sense of humor when the going gets tough
- Knowledge of lighting, video, sound, truck driving, and other production elements a plus!

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Job Type: Full Time Hourly/Non-Exempt. Hours and necessity for overtime vary as determined by the season calendar; weekend and evening work required.

Compensation: \$20 per hour. Excellent benefits, including health insurance and 401(k) plan.

Application Procedure: Please send cover letter and resume no later than Friday, May 13 to: BSunshine@PacificSymphony.org

or by U.S. Post to:

Pacific Symphony
Attn: Bella Sunshine
17620 Fitch Ave., Suite 100
Irvine, CA 92614

No phone calls, please

ORGANIZATION BACKGROUND:

Founded in 1978, Pacific Symphony enriches the human spirit through superior performances of classical and symphonic music. Pacific Symphony is located in Orange County; California's second most populous county, boasting a rich arts tradition strongly supported by an engaged public. The region is a tourism magnet, home of Disneyland, and a major financial and business hub.

Pacific Symphony is a highly dynamic and innovative organization, led artistically by Music Director Carl St.Clair and operationally by President John Forsythe. The Symphony has been designated as a Tier One orchestra by the League of American Orchestras, joining the ranks prestigious orchestra such as the LA Phil, Chicago Symphony, and New York Philharmonic.

In most years, Pacific Symphony presents more than 100 concerts annually and serves 250,000 community members. The Symphony is nationally and internationally recognized for performance excellence, strong community engagement through education and other programming and for commissioned new works by contemporary composers. Pacific Symphony twice received prestigious ASCAP Awards for Adventurous Programming and was highlighted in the League of American Orchestras' nationally released publication entitled *Fearless Journeys*. Pacific Symphony's Class Act elementary school education program has been honored by the National Endowment for the Arts and the League of American Orchestras for its exemplary orchestra education.

Resident for much of the year at the renowned Renée and Henry Segerstrom Concert Hall, the Symphony also presents a summer outdoor series at Five Point Amphitheatre. Music Director Carl St.Clair just celebrated his 30th season with Pacific Symphony, while Principal Pops Conductor Richard Kaufman is currently celebrating his 30th season leading the Pops series.

Pacific Symphony values diversity in its workforce and is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, class, religion, country of origin, political belief, (dis)ability, age, gender identity, sexual orientation, protected veteran status, or any factor protected by law.