



## **DIRECTOR OF OPERATIONS/CHORUS MANAGER**

Job Opening  
September 9, 2024

The Evansville Philharmonic is seeking qualified candidates for a Director of Operations/Chorus Manager to join our team as we enter the 90<sup>th</sup> Anniversary season. This individual will report to the Executive Director. This is a full-time exempt position.

Under the continued leadership of Music Director Roger Kalia, the Evansville Philharmonic Orchestra has become the largest non-profit performing arts institution in the Tri-State area with a commitment to artistic excellence, diverse and creative programming inside and outside its historic Victory Theatre home, its engagement with communities throughout the State of Indiana and its ambitious approaches to music education, performance, and collaboration. In the decades since its founding in 1934, the EPO has presented a range of classical, pops, family, diversity, and holiday programming to thousands of people each year.

The mission is “transforming lives and uplifting the community through the power of music.” The Evansville Philharmonic values Excellence, Creativity & Innovation, Education, Collaboration & Engagement, Diversity & Inclusion, and Legacy & Financial Stability.

### **Position Summary**

The Director of Operations/Chorus Manager is responsible for ensuring all production aspects of the Evansville Philharmonic Orchestra and Chorus performances and rehearsals to run smoothly, effectively, and in a financially responsible manner.

The individual will be collaborative, meticulous, innovative, and able to balance multiple priorities to succeed in a dynamic, fast-paced position.

### **Responsibilities**

- Serve as part of the administrative team and assist the Executive Director in setting and implementing policies and procedures set forth by the Board of Directors.
- Adhere to the provisions of the Master Agreement and work with the Player’s Committee collaboratively and with mutual respect.
- Together with the Executive Director, budget for programming and production. Monitor expenses during the season and make sound financial decisions within the organizational framework to remain focused on financial stability and legacy.

- Oversee and assist with all production activities of the orchestra and chorus, including rehearsals, performances, run outs, retreats, and meetings. Maintain a master schedule. Coordinate with the Director of Education for educational rehearsals, performances, and scholarship competitions.
- Supervise technical aspects of performance production, including securing and scheduling facility, as well as equipment, audio, video, recording, and backline.
- Establish a strong collaborative relationship with internal and external individuals and groups. Uphold the mission and values of the organization.
- Hire, train, manage, and evaluate performance of direct reports.
- Perform other duties as assigned, requested, or needed.

### **Qualifications**

- Previous experience in management, concert production, and/or orchestral operations.
- Knowledge of music; orchestral and choral repertoire preferred.
- Effective communication, management, diplomacy, and conflict resolution skills.
- Initiative-taking and purposeful with diligence for accuracy.
- Must have a flexible schedule with the ability to work nights and weekends, and travel occasionally.
- Experience collaborating with volunteers.
- Must possess a valid driver's license.
- Must be able to lift 30 lbs. unassisted.
- Must bring a positive, calm, and professional attitude while working in a dynamic team environment.
- Must have a passion for the performing arts.

### **Salary and Benefits**

The Evansville Philharmonic offers a salary and benefits commensurate with experience. Benefits include medical insurance, vision, and dental, vacation and sick time, paid holidays, parking, and professional development opportunities.

### **To Apply**

For this position, please submit a cover letter and resume along with professional and personal references. Information must be in PDF format sent to [kbredemeier@evansvillephilharmonic.org](mailto:kbredemeier@evansvillephilharmonic.org). For best consideration, apply by September 30, 2024. Applications will be considered until the position is filled. No phone calls, please.

The Evansville Philharmonic is an equal opportunity employer. The EPO does not discriminate and specifically prohibits discrimination on the basis race, color, gender, gender identity and expression, sexual orientation, creed or religion, national origin, age, disability, veteran status, and all federally protected groups/classes.