



**Position Summary:** The **Operations Manager | Librarian** is responsible for all operational planning and implementation of the details related to the BSO's performances, ensuring they run smoothly and in a fiscally responsible manner.

**Essential Job Functions:**

1. Event Planning and Evaluation:

- Work closely with the Music Director and Executive Director to develop, implement, and manage the BSO artistic plan and budget for each season, including compiling music costs, instrumentation requirements and costs, tracking variances, and other planning/management details.
- Submit relevant information to the Music Director for the artistic staff report to the Board of Directors each month upon request.

2. Implementation of rehearsals and concerts and coordination of logistics:

- Maintain consistent communication with venues used by the BSO for rehearsals and performances during the season to ensure adequate and timely preparation and service.
- Plan, coordinate, and execute all guest artists' logistics, including housing, transportation, and meals. Provide guest artists with itinerary.
- Coordinate event performance detail requirements with technical staff and vendors; troubleshoot and resolve issues as they arise.

3. Music Librarian duties:

- Communicate with publishers regarding the rental and purchase of all music. Place orders and arrange for shipment of the music to and from the orchestra, communicating, as necessary, with the Western Washington University librarian or other librarians on matters pertaining to borrowed music.
- Research & obtain appropriate licensing, ensuring the library is compliant with copyright laws.
- Prepare, distribute, and subsequently collect concert music, ensuring all tasks are performed according to BSO schedule policies. This includes copying bow markings for string parts.
- Maintain accurate records to track sheet music distribution, as well as concert repertoire and copyright information.
- Photocopying/scanning as needed.

4. Administration of personnel functions of the orchestra players, in accordance with BSO Board and BSPA (Bellingham Symphony Players Association) by-laws and policies.

- Regularly communicate pertinent information with players including announcements at rehearsals, weekly emails from Music Director, posts to the player Facebook group, and player page updates to the website.
- Ensure timely distribution of contracts for principal players and volunteer agreements for section musicians.
- Attend rehearsals and concerts, tracking player attendance; submit accurate musician payroll to the bookkeeper.
- Coordinate substitute players and prepare applicable contracts and/or forms for hired substitute players in accordance with BSO policies and procedures.
- Announce, coordinate, and facilitate annual auditions each summer, as well as incidental auditions during the season at the direction of the Music Director.



5. Other duties as assigned

**Performance Requirements:**

- Demonstrated knowledge of orchestra and concert processes and functional requirements.
- Skills and abilities in planning and organizing, problem solving and decision-making, adaptability/flexibility, composure and self-control.
- High level of attention to detail and time management, adhering to deadlines.
- Leadership and volunteer management skills to foster teamwork and compliance.
- An ability to work independently with limited oversight.
- Superb written and verbal communication skills, tact and diplomacy for handling sensitive information and fostering positive relationships.

**Qualifications:**

- Bachelor's degree or higher in arts administration or production management, or equivalent education and workplace experience.
- Demonstrable knowledge of orchestral music required, with experience performing classical music preferred.
- Experience working with a variety of vendors and independent contractors desired.
- Proficient with Microsoft Office programs and Google Drive is required.

**Supervisory and Reporting Relationships:**

- Reports to the Executive Director.
- Oversees orchestra musicians, which include independent contractors and volunteers.
- Works under policies and procedures of the Bellingham Symphony Orchestra.

**Hours and Working Conditions:**

- This is a non-exempt, hourly position. Hours may vary, but are estimated to average 30 hours/week.
- Regular evening/weekend hours are required for rehearsals and concerts.
- Working conditions are those of a small office environment as well as routine work in a theater or other public venues. Some work can be done remotely; some will require being in the office or public venues.
- Anticipated salary range is \$20-24 per hour, DOE