



Concert Productions Associate – Position Description

The Bozeman Symphony is looking for a part-time Concert Productions Associate. Each concert season the Symphony presents a repertoire of symphonic and choral music performed for the benefit of individuals, students, and musicians in south-central Montana. Performances and events include a series of classical subscription concerts, performances aimed at engaging and attracting new audiences under the umbrella of “Bozeman Symphony Presents,” Current Commotion – an experimental music series that allows the Bozeman Symphony to be on the cutting edge of our industry, and a strong desire to launch a summertime music festival. The Bozeman Symphony Orchestra and Symphonic Choir have established themselves as significant cultural icons in Montana, whose history is marked by artistic excellence. Our future is dependent upon maintaining a skilled and motivated orchestra whose members bring symphonic music to life.

Position Overview: In this independent role, the Concert Production Associate provides artistic operational support to the Symphony’s Music Director, the Artistic Operations Manager and other administrative staff throughout each concert season. With a focus on tactile production activities, this position is heavily focused on the critical output components necessary to provide an overall seamless concert experience to internal and external constituents.

Breakdown of Duties and Responsibilities:

Artistic Operations

- Work closely with the Artistic Operations Manager to facilitate concert production activities of the orchestra and choir.
- Serve as the primary staff liaison between the Choir Director and Symphonic Choir.
- Communicate rehearsal and concert information to roster of Symphonic Choir members by phone, email, and posting information to the member website.
- Distribute and collect information related to participation each season including the member handbook and related acknowledgement forms.
- Work with choir committee each season; organize nominations and elections of the member elect representative as outlined in the member handbook.
- Obtain and prepare choir music for the season. Ensure prompt return of rented or borrowed materials according to contracts.
- Update list and contact information for Symphonic Choir members each season and make updates as needed; communicate any changes to appropriate team members.
- Distribute complimentary tickets to musicians as requested in coordination with the Box Office Manager.

- Support orchestra operations activities by assisting with transferring bowings, preparing music folders, and returning music as requested.
- Assist the Artistic Operations Manager by coordinating activities related to equipment maintenance (piano tuning), and developing stage plot diagrams in consultation with the Music Director.
- Work closely with the Artistic Operations Manager to share information and discuss issues related to concerts and personnel.
- Coordinate and execute the production planning elements related to the Symphony's piano recital series, Symphonic Choir, Symphony at the Shane, contracted and summertime productions.
- Coordinate payroll with the Symphony's bookkeeper in relation to piano recital series, Symphonic Choir, Symphony at the Shane, contracted and summertime productions.
- Assist with the proofreading of marketing and production documents and provide information for concert programs as requested.
- Assist the Artistic Operations Manager in related work as assigned.

Other Duties

- Build strong relationships with the Symphony's community of musicians, volunteers, board members, patrons, donors, and education, business and nonprofit partners.
- Support administrative team by answering phones, answering questions related to performances and events, and selling tickets to performances and events using the AudienceView ticketing management software.
- Support administrative team by working aspects of performances and events when requested (ie. volunteer check-in, ticket sales, set-up/tear-down).

Qualifications:

- Bachelor's degree or 1-3 years relevant experience.
- Independent and a team player with effective communication skills, both oral and written, and organizational abilities.
- Detail-oriented with ability to oversee multiple projects from beginning to end.
- Ability to meet deadlines, often under pressure.
- High degree of accuracy and exceptional attention to detail.
- Ability to be a self-starter, learn quickly, problem solve, and possess a "can-do" attitude.
- Willingness to go above and beyond to get the job done.
- Strong computer skills with proficiency in MS Office (Excel, Word, Outlook).
- Ability to provide exceptional customer service.
- Availability to work concert weekends and special events.

Preferred Qualifications:

- Degree in music and/or arts management.
- Experience working or performing with a symphony orchestra.
- Ability to read music and knowledge of orchestral and chamber music repertoire is an asset.

Compensation: \$16-\$18 per hour commensurate with experience.

Job Type: Part-time, 10-20 hours per week with potential for growth

Hours: Requires availability to work during business hours (9:00 am – 5:00 pm, Monday – Friday), PLUS availability to work evenings, concert weekends and special events as requested.

Benefits: Complimentary tickets to performances and events (when available), flexible schedule (when available).

To Apply: Please submit your cover letter and resume to info@bozemansymphony.org. The position is open until filled with priority given to materials submitted by June 30th. Submissions without the requested materials will not be reviewed. *The Bozeman Symphony is an Equal Opportunity Employer.*