

FORT WAYNE PHILHARMONIC

Andrew Constantine, Music Director

Director of Operations

Full Time / Exempt

Position Summary

The Director of Operations plays a strategic role in ensuring the seamless production of all concerts, rehearsals, outreach concerts, special events, and educational activities. This position requires a commitment to operational excellence, sound financial management, and the highest standards of artistic achievement. The Director of Operations reports to the General Manager and works with staff and artistic leadership to ensure that all programs are fulfilling the mission of the Orchestra and serving the needs of the community.

Principal Duties and Responsibilities

- Plans, supervises, and coordinates all aspects of concert, rehearsal, outreach concert, special event, and educational activity, including facility, equipment, and instrument rental, staging requirements, and logistical arrangements, while prioritizing artistic excellence and safety.
- Develops and manages the annual Master Schedule in collaboration with the General Manager, ensuring schedules are communicated effectively across the organization.
- Advances and ensures all guest artist requirements are met, including travel, lodging, backstage needs, and catering arrangements.
- Manages relationships with venues, coordinating scheduling and collaborating with front-of-house staff to ensure smooth and safe patron experiences at all Philharmonic concerts.
- Collaborates with the General Manager and Director of Finance to prepare production budgets before each season and monitors these budgets closely throughout the year.
- Supervises the Philharmonic Stage Manager and ensures that all rehearsals and concerts are properly staffed.
- Coordinate activities of Development, Marketing, and Community Engagement departments for special projects that require Operations team involvement.
- Together with the President and CEO and General Manager, ensures compliance with and upholds the terms of the Master Agreement with the AF of M Local 58 and other collective bargaining agreements, including IATSE.
- Participates in collective bargaining negotiations, researching issues, proposing changes to agreements based on operational needs, and assessing the financial implications of proposed changes.
- Oversees the maintenance and operation of Philharmonic-owned vehicles (Ford Transit Van and Hino 26' box truck), ensuring timely servicing, insurance, and registration are up to date.
- Manages and coordinates technical aspects for live streaming or digital broadcasts when applicable.
- Performs other duties as assigned.

Knowledge, Skills and Abilities

- Strong familiarity with orchestral repertoire and instruments, including an awareness of current trends and emerging practices in orchestral performances.
- Willingness to learn and work effectively with Orchestra Planning and Administration System (OPAS) software.
- Results and team-oriented work style characterized by a creative and tenacious approach to problem solving.
- Willingness to thoroughly learn and work effectively with the Collective Bargaining Agreement between the Fort Wayne Philharmonic and Local 58, American Federation of Musicians.
- Flexible, self-motivated, and able to multi-task while maintaining a high level of attention to detail
- Effective crisis management skills and experience in managing contingency plans for live performances or venue logistics.

- Excellent planning and organizational skills with proven ability to manage multiple projects simultaneously while ensuring timely completion.
- Knowledge of digital management tools and software commonly used in orchestral operations.
- Effective written and verbal communication skills, with an ability to engage with both internal teams and external stakeholders.
- Strong organizational, supervision, and time-management skills.

Requirements

- Bachelor's degree, preferably in Arts Administration, Music Performance or Theater Arts, or a related field with equivalent experience.
- Minimum of three to five years of professional production experience, with a minimum of one year working in an orchestral environment of similar or larger size
- Strong interpersonal skills and a collaborative working style; Successful experience working with orchestral musicians and Conductors.
- Experience with stagecraft, musical equipment, sound reinforcement, and theatrical lighting.
- Ability to read, understand, and manage budgeting and financial statements.
- Proficiency using MS Office suite, including Excel, Word, Outlook, and Visio.
- Ability to work nights and weekends as required.
- Ability to lift items in excess of 50 lbs and stand for extended periods.
- Valid driver's license and the ability to drive a 26' cargo truck.

Organization Description

Now in its 81st season, the Fort Wayne Philharmonic is one of the most exciting performing arts organizations in Indiana. The Philharmonic's mission is to inspire and foster a lifelong love of classical music through performance and education. Led by Music Director Andrew Constantine, the Philharmonic performances reach more than 200,000 people every season at the majestic Embassy Theatre, the Auer Concert Hall, and at various venues throughout the community, including schools, nursing homes, community centers, and churches.

The Fort Wayne Philharmonic is truly an orchestra of the future, with bold plans to reach deeply into the fabric of the community with exciting, entertaining and meaningful offerings. The Philharmonic reaches more than 39,000 young people and families through its extensive education and community engagement programs, including Ensembles in the Schools, Young People's Concerts, and Club Orchestra - a novel El Sistema modeled collaborative program with 3 Fort Wayne Community Schools - inspiring and motivating young citizens of the future. Regional touring, donor cultivation, and board activities round out a busy performance schedule for the orchestra.

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