



EUGENE SYMPHONY

The Eugene Symphony invites nominations and applications for the position of Artistic Operations Assistant, available March 2019.

The Organization

Now in its 53rd season, the Eugene Symphony is widely recognized as a cornerstone of the performing arts in Oregon's southern Willamette Valley. Under the leadership of Music Director & Conductor Francesco Lecce-Chong and Executive Director Scott Freck, the Eugene Symphony pursues its mission of "enriching lives through the power of music" by presenting annual classical, summer, and community engagement performances, commissioning and premiering new American works, and disseminating its performances via radio broadcasts.

Guided by its Long Range Plan, first established in 2007 and updated regularly, the Eugene Symphony serves, educates, and develops the widest possible regional audience through its programs. Approximately 25,000 community members attend the Eugene Symphony's classical, family, and special performances each year. Up to an additional 26,000 children, adults, and seniors take part in annual education and community engagement initiatives, including family and youth concerts, in-school ensemble performances, subsidized concert tickets, artist residencies, and pre-concert lectures for adults. Through its annual broadcast series on classical radio KWAX, the Eugene Symphony brings its full season of classical concerts to 45,000 local and worldwide listeners monthly.

Following an international search that considered more than 250 candidates from over 40 countries, Francesco Lecce-Chong was named the Symphony's eighth Music Director in April 2017. He succeeds such illustrious predecessors as Marin Alsop, Miguel Harth-Bedoya, and Giancarlo Guerrero, and has a strong passion for audience engagement and equity of access to the Symphony's programs. He has also chosen to make his home in Eugene, further connecting him to the wider community.

The Eugene Symphony is a professional orchestra operating under a collective bargaining agreement, and also supports the Eugene Symphony Chorus. The Eugene Symphony Association is governed by a 35-member Board of Directors and receives support from the volunteer members of the Eugene Symphony Guild; there is an administrative staff of 10 including full-time and part-time employees. A separate group of Trustees oversees an Endowment currently valued at \$5.2 million in assets. The Eugene Symphony has an operating budget of \$2.6 million for 2018/19 and has a history of financial stability with a trend toward growth.

The City

Described on its official website as "A Great City for the Arts and Outdoors," Eugene is known for its unique, exciting mix of arts, culture, education, scenic beauty, and passion for recreation. With a population of about 160,000, Eugene is Oregon's second largest city and home to the University of Oregon, where the School of Music and Dance is the most respected in the Pacific Northwest. The Willamette and McKenzie rivers are magnets for water sports and recreation, and more than 100 parks and 2,600 acres of open space offer the perfect settings for outdoor activity of all kinds. As an arts and culture destination, Eugene is home to the Eugene Symphony, the world-renowned Oregon Bach Festival, the Eugene Opera, the Eugene Ballet, the Eugene Concert Choir, the Hult Center for the Performing Arts, the Jordan Schnitzer Museum of Art, the Shedd Institute, and several theatre companies. Downtown Eugene is a vibrant urban environment with blocks of art galleries, restaurants, and boutique shops.

The Position

As a member of the Symphony's administration team, the Artistic Operations Assistant is responsible for supporting the General Manager to plan and present programs that meet or exceed the artistic standards for Eugene Symphony performances, consistent with Eugene Symphony Association long-range objectives. Primary functions include: creation of production schedules and stage diagrams; coordination and scheduling with performance venue staff; coordination and scheduling with outside vendors including instrument and equipment rentals; anticipating and meeting guest artist needs; implementation of venue security protocols; and coordination of all musician equipment needs for all orchestra services.

Candidate Profile

The successful candidate will have a minimum of two years of relevant work experience, with experience in arts administration a plus.

The ideal candidate will bring experience working in a professional business environment (whether for- or non-profit) and have leadership abilities, excellent organizational skills, and a record of success in concert production. Thorough knowledge and proficiency with the Microsoft Office Suite is a must.

The successful candidate will have superb interpersonal and communication skills and is equally comfortable dealing with stage hands, vendors, patrons, volunteer leaders including Board and Guild members, and orchestra musicians. The ability to problem-solve and troubleshoot quickly and effectively is a must.

The successful candidate will be a person of integrity with a reputation for fairness, honesty, and the highest ethical standards. S/he will work well under pressure and will be able to manage competing priorities and deadlines effectively. S/he will be a self-starter with high energy, maturity, and self-confidence. The successful candidate will welcome the opportunity to be an active participant in the life of Eugene and the Willamette Valley community.

General Requirements

The Artistic Operations Assistant must be available to work a flexible schedule, including nights and weekends as required for rehearsal and concert coverage, and be able to lift and move a minimum of 20 pounds.

Compensation and Benefits

This position is offered at 10 hours per week at \$15 per hour. Benefits offered include sick leave on a pro rata basis, paid parking, and concert ticket privileges.

Applications

Please send a letter of application that describes both interest in the Eugene Symphony and qualifications for the position **by Friday, March 8, 2019**. Include a résumé and contact information for at least three references. All applications will be confidential and references will not be contacted without the candidate's consent.

Please email materials to: hr@eugenesymphony.org
(MS Word or Adobe attachments only, please.)