



ARTISTIC OPERATIONS DIRECTOR
(full-time, exempt)

The Artistic Operations Director is responsible for the successful management and implementation of all concert operations, ensuring all production and artistic planning runs smoothly, effectively, and in a financially responsible manner. The Artistic Operations Director is the liaison between the orchestra and the rest of the SDSO and is responsible for stewarding the provisions in the master agreement. The Artistic Operations Director is a thought partner to the Executive Director, works collaboratively with the Music Director and conducting staff, and plays a key role in developing and implementing strategic programming initiatives.

The Artistic Operations Director reports to the Executive Director and works directly with: Music Director, Assistant Conductor, Chorus Director, SDSO staff, Community Engagement Consultant, and the Washington Pavilion production team. The Artistic Operations Director manages the Personnel Manager, Librarian, Education Programs/Youth Orchestra Manager, and Production Assistant(s).

About the South Dakota Symphony Orchestra

The South Dakota Symphony Orchestra (SDSO), based in Sioux Falls, South Dakota, is the state's premier performing arts organization with the Washington Pavilion as its home. The SDSO curates a diverse collection of orchestral offerings each season through classical and pops concerts, as well as chamber music, appealing to audiences from the very experienced to first-timers. To reach as many people as possible, orchestra concerts are livestreamed free of charge, and a robust digital library includes virtual recitals, music education videos, and podcasts. Music Director Delta David Gier leads the artistic vision of the SDSO, a collaboration that has garnered national recognition.

The SDSO is nationally recognized as a prime example for how an orchestra engages with its community. The 65-member orchestra includes nine full-time musicians who make up the Dakota String Quartet and the Dakota Wind Quintet. These two ensembles perform over 100 times annually in schools, hospitals, senior living communities, behavioral health, and community centers throughout the region.

The SDSO presents a variety of education and engagement programs including the South Dakota Symphony Youth Orchestra, Young People's Concerts, the Music Composition Academies, and music enrichment opportunities in the classroom and for children with special needs.

The SDSO's award-winning Lakota Music Project is a model of cultural understanding and is the flagship community engagement program of the SDSO. With the Lakota Music Project as a foundation, the SDSO has fostered additional programs to embrace classical music as a medium for shared understanding. The SDSO strives to embody the values of equity, belonging, diversity, and inclusion, and to empower its many constituents to contribute to and foster its growth.

ARTISTIC OPERATIONS DIRECTOR RESPONSIBILITIES:

Concert Operations and Production

- Plan and administer all concert production activities of the South Dakota Symphony Orchestra including booking and administration of concert and rehearsal facilities, venue contracts, managing the relationship with the Washington Pavilion and other venues, staging requirements, rider executions, equipment rental, and other logistics.
- Ensure best possible physical working conditions for the orchestra in all situations.
- Supervise and manage the orchestra and/or ensemble setup for rehearsal and concerts and coordinate with the music director/conductor regarding special setup requirements.
- Prepare, distribute, and update the concert master schedule. Communicate changes to staff, musicians, and Washington Pavilion personnel in a timely manner.
- Identify, negotiate, and manage all sold service activities including presenter contracts, coordinating orchestra and/or ensemble travel, and producing all tours, run out, and contract fee concerts. Direct all touring activity and travel with the orchestra/or ensemble.
- Work with music director and orchestra principals for purchase and maintenance of SDSO-owned equipment and instruments.
- Coordinate all special instrument and/or production needs (i.e. – keyboards, percussion, backline, lighting or audio equipment).
- Manage the capture, editing, and licensing of all audio/video content for multi-platform distribution. This includes oversight of all recording, broadcasting, and virtual performances.
- Work with Chorus Director to coordinate logistics for orchestra/ choral rehearsals and performances.
- Manage the Education Programs/Youth Orchestra Manager and ensure successful implementation of all aspects of these programs.

Guest Artists

- Collaborate with Executive Director to identify and engage guest artists; prepare and execute guest artist contracts.
- Oversee coordination of guest artist travel, hospitality, and itineraries.

Orchestra Personnel

- Interpret, implement, and uphold terms of the master agreement.
- Inform and assist in master agreement negotiations; research master agreement specific issues; determine financial impact of proposed changes; monitor compliance.
- Meet regularly with the orchestra committee to share information and discuss issues of concern.
- Respond to musician requests in a timely manner and promote a positive relationship between administration and the orchestra.
- Serve as personnel manager to the nine full-time musicians of the SDSO.

General

- Develop and monitor budgets. Track operations expenses and forecast for all production, touring, run out, and contract fee activities.
- Maintain appropriate cost controls while upholding artistic integrity and the master agreement.
- Other duties as needed.

QUALIFICATIONS:

The successful candidate is a proactive self-starter who thinks strategically and is adept at executing technical concert production as well as handling administrative tasks. The Artistic Operations Director is a fast learner and a resourceful problem solver with the ability to adapt in a changing environment. As an effective colleague in a small team, the Artistic Operations Director is a thoughtful and effective manager who brings a calm demeanor

and a solutions-oriented approach to all situations. The successful candidate will have superb organizational, interpersonal, supervisory, and communications skills, and a reputation for accuracy, responsiveness, meticulous attention to detail, and follow-through. It is critical the Artistic Operations Director has the energy and flexibility to work efficiently in a fast-paced environment, prioritizes tasks effectively, and executes all work to the highest level possible. Respect for music professionals, including conductors, orchestra musicians, stage technicians, and production personnel is essential.

- 5+ years experience in the performing arts field. Knowledge of orchestral operations is preferred.
- Outstanding interpersonal and communications skills.
- Thorough grasp of budgeting procedures; ability to make accurate expense projections.
- This position requires considerable evening and weekend hours without additional compensation and requires individual to be available during all SDSO performance and rehearsal times. In consideration of the necessity for a variable work schedule, office hours are flexible.
- Valid driver's license.

COMPENSATION AND BENEFITS:

Full-time annual salary between \$55,000 to \$65,000, commensurate with qualifications and experience. South Dakota Symphony Orchestra's community engagement work is intentional about building multicultural bridges through music, and we encourage people from all backgrounds to be a part of the work we do.

Benefits package includes:

- Health insurance plan, dental and vision insurance options
- Simple IRA with match
- Vacation and flexible personal days, and generous comp time.

Application procedure:

Please submit a resume and thoughtful cover letter in word or pdf file format to: sdsymphony@sdsymphony.org. This position is open until filled.

The cover letter is an example of your written communication. Include your interest in this position, the SDSO, and your specific qualifications. Address cover letter to Jennifer Teisinger, Executive Director. Position is open until filled.