



OPERATIONS ASSISTANT JOB SCOPE

JOB TITLE: Operations Assistant

REPORTS TO: General & Personnel Manager

STATUS: Full Time / non-exempt

OVERVIEW: the Lexington Philharmonic (LexPhil) is a dynamic, evolving orchestral institution located in Lexington, KY. LexPhil's mission is to foster excellence and innovation in the performance and presentation of great music; enrich the lives of our diverse citizenry; educate current and future audiences and bring distinction to our community through the orchestra's presence and standing.

JOB SUMMARY: The Operations Assistant will assist the General & Personnel Manager (GPM) to ensure that the scheduling and production of all orchestral and other LexPhil events run smoothly, effectively, and in a financially responsible manner. This is a great opportunity for someone who is passionate about the role of live orchestral music in contemporary life and enjoys the challenge of managing multiple priorities.

JOB DUTIES AND RESPONSIBILITIES:

Concert & Event Production

- Attend all rehearsals, concerts and education events unless excused by the GPM
- Serve as Manager on duty as assigned
- Assist in planning and administering all production activities of the orchestra, including facility and equipment rental, staging requirements, and other logistical arrangements
- Assist in supervising orchestra setup for rehearsals and concerts and coordinate with the GPM and/or Music Director regarding special setup requirements
- Assist in arranging guest artist hospitality, travel, hotel and ground transportation
- Assist GPM with schedules and venues for special events such as tours, recordings, and outreach programs
- Assist GPM in production of all orchestra tours, outdoor performances and run-out concerts
- Ensure best possible physical working conditions and maintain collective bargaining agreement standards for the orchestra in all situations

Administrative Responsibilities

- Assist GPM with developing and monitoring budgets for all production and run-out activities
- Assist GPM in procurement of supplies, licenses, equipment, and services for operational purposes
- Maintain up-to-date inventory lists of property and supplies and values, for annual reports, to the GPM and the Executive Director.
- Liaison with community organizations and attend meetings as requested

- Keep accurate records for contracts, agreements and financial information related to musicians and production
- Assist GPM to coordinate with Development and Marketing departments for special projects, grants, concert programs and other projects as needed
- Attend staff and other meetings as required
- Other duties as assigned or apparent

QUALIFICATIONS:

- Bachelor's level College or Conservatory degree in Music or Music Administration.
- Minimum of 2 years' experience in music administration, orchestral operations or related field
- Knowledge of orchestral music
- Excellent driving record and dependable transportation
- Attention to detail with ability to manage multiple and competing priorities
- Strong organization, communication, and problem solving skills are required, as well as the ability to work in a fast-paced, deadline-driven environment
- Day, evening and weekend availability required
- Strong interpersonal skills, positive attitude and comfort in communicating and/or working with a wide variety of personalities
- Proficiency with all Microsoft Office programs
- Ability to lift up to 50 pounds and be on one's feet for long periods of time

Compensation is competitive with similar sized orchestras and commensurate with experience.

To Apply: Please email your resume and letter of interest to manager@lexphil.org. No phone calls, please. ***The Lexington Philharmonic is an Equal Opportunity Employer.***

Application Deadline: Position is open until filled.

This job scope defines the major components of the Operations & Education Associate Manager role and responsibilities, but should not be viewed as inclusive of all responsibilities. The job scope may evolve and responsibilities may be added or remove. The Lexington Philharmonic operates under the Kentucky employment-at-will doctrine which will not be superseded by any organizational documents, oral or written statements.