

Job Title: General Manager

Responsible To: Maryland Symphony Orchestra Board of Directors

FLSA Status: Exempt, Full-time

Position Summary:

Reporting to the Executive Director, the General Manager is responsible for managing the daily artistic and educational operations of the Maryland Symphony Orchestra (MSO) in order to achieve the Orchestra's Mission. He/she will implement the policies and strategic direction set by the Executive Director and Music Director per the Board of Directors.

Supervisory Responsibilities:

- Oversee Production, Operations and Education Staff

Essential Functions:

- **Management**
 - Working with the Music Director and staff, oversee concert operations and production and the development and implementation of the MSO education programs.
 - Foster a collaborative working environment with volunteers, orchestra members, public, rental facilities and other arts organizations.
- **Artistic**
 - Work with the Executive Director and Music Director to develop, create and implement successful artistic programs.
 - Consult with the Music Director in the selection of guest artists, guest conductors, performing groups, and programs to support the orchestra's artistic objectives.
 - Negotiate contracts for all guest artists with budget parameters as approved by the Board.
- **Finance**
 - Working with staff, create and execute an artistic, operations and education budget.
 - Working with staff, monitor artistic, operations and education income and expenses and report quarterly to Executive Director and/or Accounting Manager.
- **Artistic and Educational Program operations**
 - Develop the annual master plan for orchestra operations including rehearsal and performance schedules, hall rentals, musician contracts, guest artist travel and itineraries, production budgets and vendor contracts.

- Coordinates rehearsal and performance schedules, auditions, venue rentals, musician contracts, guest artist contracts and hospitality, and vendor contracts. Ensures the MSO is in compliance with all contracts and riders.
- Work with operations and education staff to assure that all rehearsals and performances are appropriately staffed to coordinate production logistics and respond to orchestra personnel concerns while ensuring that the MSO is in compliance with orchestra policies and guest artist contracts.
- Work with operations and education staff to coordinate with the Maryland Theatre technical staff to oversee logistics of venues, instruments and equipment for rehearsals and performances.
- Work closely with the Music Director, Personnel Manager, Production Manager and Librarian to ensure that the musician's working conditions create an environment conducive to artistic excellence, while ensuring the MSO is in compliance with the Master Agreement.
- Work with the Education Committee of the Board of Directors and education staff, to set appropriate goals, hire necessary musicians and oversee all aspects of educational programming.
- Work with operations and education staff to plan and coordinate all Educational activities.

Knowledge, Skills & Abilities:

- Self-motivated, strategic, and able to manage multiple projects under tight deadlines.
- Experience working with a diverse group of personalities and stake holders including professional musicians, conductors, performing artists and educators, as valued collaborators
- Adept to problem solving and conflict resolution.
- Handle confidential matters with the utmost discretion and professionalism
- Prefer a candidate with degree in Music or Arts Administration and thorough knowledge of orchestral music.
- Proven ability to develop and monitor artistic, production and educational program budgets.
- Strong organizational skills, time management skills, problem solving skills and an intense attention to detail.
- Successful candidates will possess excellent written and verbal communication skills and the ability to work independently as well as a willingness to be a team player in a highly collaborative environment.
- Nights and weekend work are required with the ability to work a flexible schedule.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Work is normally performed in a typical interior/office work environment. The employee frequently is required to remain in a stationary position, often standing or sitting for prolonged periods.

- While performing the duties of this job, the employee is regularly required to communicate, listen, and observe. Specifically, the employee must be able to communicate clearly on the telephone with others.
- Position may require the employee to ascend and/or descend ladders, stairs, ramps, and the like.
- High stress, fast-paced environment with a high volume of work to be completed daily.
- Limited physical effort required or exposure to physical risk. However, must be able to lift 15 pounds at times.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. The Maryland Symphony Orchestra is an Equal Employment Opportunity and Affirmative Action Employer. We do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical condition), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as individual with a disability, or other applicable legally protected characteristics.

To apply:

Please send a cover letter, resume, and 3 references by email to **Kim Bowen**, President, Maryland Symphony Orchestra Board of Directors, at kbowen@marylandsymphony.org no later than April 16, 2023.

Position opens for applications: March 22, 2023

Position closes: April 16, 2023

About the Maryland Symphony Orchestra:

Founded in 1982, the Maryland Symphony Orchestra (MSO) is a fully professional orchestra under the leadership of Music Director, Elizabeth Schulze. For its first sixteen seasons, horn virtuoso Barry Tuckwell provided artistic leadership. Musicians come from throughout the greater Baltimore-Washington DC metro area to performance with the MSO.

The orchestra presents five pairs of classical concerts in a Masterworks series at the 1,270-seat historic Maryland Theatre in Hagerstown, MD. A typical season also includes two MSO Pops! Concerts, two Home for the Holidays concerts, four Link Up Youth Concerts, and a free Salute to Independence concert. Each year, over 14,000 young people participate in the MSO's extensive education programs and concerts such as Ensembles in the Schools, Kinder Konzerts, Series, Symphony Saturdays, and masterclasses.

The Maryland Symphony Orchestra has an annual operating budget of \$1.5 million and an endowment of \$4.1 million. The orchestra is governed by a Board of twenty-five and has a staff of five full-time and four part-time employees.

Hagerstown is in western Maryland – 70 miles from Washington, DC and 75 miles from Baltimore, Maryland. The area is well-known for historic sites such as the Antietam National Battlefield, and has extensive park areas for hiking, skiing, biking, white-water rafting, and other outdoor activities.

The MSO provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, and any other character protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, compensation, and training.