



New Haven Symphony Orchestra (NHSO) seeks an Operations Manager to lead our production team.

Join your New Haven Symphony Orchestra's full-time team of passionate administrators. The ideal candidate is organized, detail oriented, and excels at both independent and group work. 3-5 years of experience in concert production is preferred. We strongly encourage diverse and non-traditional applicants. A positive attitude and collaborative spirit are highly valued.

The Operations Manager assists the Chief Executive Officer in realizing the vision of NHSO's Music Director, Perry So, and is responsible for:

- Participating in strategy sessions to assess proposed programs.
- Setting and implementing production policies.
- Smooth day-to-day operations, especially the professional presentations of all concerts and education programs.
- Booking artists & venues and coordinating with strategic partners.
- Assisting the Controller in creating budgets and maintaining cost controls while upholding artistic integrity.
- Fulfilling the musicians' and stage crew's Collective Bargaining Agreements; assisting with negotiations.
- Developing and implementing stage setups; Supervising stage crew and production staff to execute.
- Supervising front-of-house staff and volunteer coordination.
- Acting as primary guest artist liaison.

The successful candidate will:

- Have strong interpersonal skills and a flexible, can-do attitude.
- Be able to manage multiple programs, priorities, and deadlines effectively in a fast-paced environment.
- Physically transport equipment, boxes, and bins (up to 20 pounds) to performances and events.
- Be a self-starter with the energy, organization, and resilience to assure excellence.

This position is full-time, and a flexible schedule is possible; this position requires supervising weekend & evening rehearsals and concerts. Salary is commensurate with experience (minimum: \$50K); benefits include health insurance, generous paid time off, and a flexible, family-friendly work environment. Dental, vision, and 403b (retirement) plan options are available. Employees' families receive free concert tickets and funds are available to support your professional development.

About us

The New Haven Symphony Orchestra enriches Connecticut's cultural landscape through exceptional performances and education programs that are accessible to all residents. Innovative programming offered regionally inspires deeper audience engagement and meaningful artistic and educational collaborations which increase the reach and impact of the Symphony. Authentic commitments to diversity, equity, inclusion, and access move the NHSO to provide representation that reflects the richly diverse communities we serve in all areas of Symphony leadership.

We are professional, agile, innovative, and our goal is to inspire, delight, challenge, and connect diverse audiences and communities through the power of live music. You will collaborate with an enthusiastic team of creative co-workers in a supportive, mission driven environment. If you are looking to make an impact in the arts, the NHSO is a wonderful place to work.

The NHSO is an Equal Opportunity Employer and an anti-racist organization that fights hate, racism, and bigotry in all forms through our words, music, and actions. We strongly encourage non-traditional candidates to apply and facility in a second language is given strong consideration.

Prospective candidates are encouraged to send a cover letter, resume, and three references to Elaine Carroll at ECarroll@NewHavenSymphony.org.

