**Position Title: Operations Manager  
Status: Full-Time, Exempt  
Reports To: Chief Operating Officer**

**Position Summary**

The Operations Manager will play a pivotal role in the preparation and execution of all production-related aspects for Orchestra Iowa concerts and events. This position also oversees the maintenance and scheduling of the Opus Concert Café. The ideal candidate will possess strong organizational skills, technical knowledge, and a passion for the performing arts.

**Responsibilities**

**Production**

* Coordinate production needs for Orchestra Iowa and Opus Concert Café.
* Manage and communicate the master production calendar, including schedules for ensembles, artists, and events; collaborate with Paramount Theatre staff for event coordination.
* Organize logistics with venues and vendors, ensuring technical rider requirements are met.
* Staff rehearsals, performances, auditions, and other events.
* Execute guest artist rider requirements and coordinate travel, lodging, and hospitality; chauffeur artists when needed.
* Operate sound and lighting equipment during Opus Concert Café events.

**Facilities**

* Manage the Opus Concert Café schedule, maximizing revenue potential by coordinating internal and external bookings; oversee stage and seating arrangements.
* Draft and process use agreements and invoices for rentals.
* Collaborate with the Office Manager to address building maintenance needs.
* Ensure the building remains organized, clean, and free of clutter.

**Other**

* Assist with additional duties as directed by the CEO or COO.

**Required Skills and Experience**

* Bachelor's degree or equivalent, with 1-3 years of relevant experience.
* Basic knowledge of lighting and sound equipment.
* Strong interpersonal skills with a positive, team-oriented attitude.
* Ability to manage multiple projects in a fast-paced environment.
* Responsible, flexible, and dependable, with availability for evening and weekend work.
* Discretion in handling sensitive and confidential information.
* Excellent communication and organizational skills.
* Physical capability to lift up to 50 lbs without assistance.
* Valid driver’s license.
* Proficiency in Microsoft Office suite.
* Passion for the performing arts.

**Work Environment**

* Office hours: 8:30 am – 5:00 pm, Tuesday to Friday.
* Frequent evening and weekend hours required as scheduled.

**Salary and Benefits**

* Salary range: $38,000 – $45,000, depending on experience.
* Benefits include paid time off, full medical coverage, voluntary 403(b) plan, long-term disability, downtown parking, complimentary tickets, and more.

Orchestra Iowa is an Equal Opportunity Employer (EOE) and actively seeks diversity in its staffing.