Job Title: Operations Assistant
Type: Full Time
Organization: ProMusica Chamber Orchestra

Position Opportunity:
The Operations Assistant supports the artistic operations of ProMusica in the areas of production, music library, orchestra personnel and administrative support. Reporting to the Director of Orchestra Operations, this position works in close collaboration with the Music Director, a roster of world-class musicians and guest artists to ensure all performances are produced at a high level of excellence.

SCOPE AND RESPONSIBILITIES:

Orchestra Operations
- Organize and manage hospitality details, transportation, and itineraries for guest artists.
- Work in close partnership with artist managers to confirm travel, hotel, rehearsal and performance details.
- Provide exemplary care for guest artists before, during and following their visits.
- Coordinate hotel/housing, homestays, and car rental needs for orchestra musicians.
- Collect and organize musician travel receipts, parking receipts, and hotel/housing receipts, and prepare completed travel forms for payroll at the completion of each performance series.
- Attend and assist at rehearsals and performances. Document musician attendance in accordance with established procedures.
- Support all aspects of concert operations, including but not limited to procuring equipment needs, facilitating auditions, and coordinating runouts and other special events.
- Ensure Orchestra working conditions and activities are in compliance with the provisions of all Orchestra agreements.
- Other duties as required.

Music Library
- Support the Director of Orchestra Operations with the procurement, preparation, and maintenance of orchestral library functions.
- Prepare PDFs and printed music for rehearsals and performances; assist with bowing string parts; correcting errata and proofreading when required; adding necessary cuts, edits, and inserts.
- Assemble and disassemble orchestra folders.
- Distribute and collect music at performances and rehearsals.
- Prepare scores for the Music Director and set scores at concerts.
- Maintain the organization of the music library and catalogue new additions, including scanning of new parts and scores as needed, as well as final scans after a concert set.
- Prepare materials for orchestra auditions.
- Ensure prompt return of rented or borrowed materials.
**Experience and Characteristics Required**

- A college degree in music or equivalent, with 1-2 years of experience in performing arts.
- Demonstrate strong knowledge in classical music repertoire and industry.
- Exceptional attention to detail.
- Highly self-motivated and ability to perform detail-intensive projects.
- Exceptional interpersonal skills and able to work with a wide variety of personalities, maintaining a professional demeanor when faced with challenging situations.
- Excellent written and verbal communication skills, strong attention to detail is essential.
- Success in managing multiple projects in a deadline driven environment.
- Valid driver’s license and access to vehicle required for transportation needs.
- Position involves weekend and evening work on concert weeks.
- Proficient with Microsoft Office.

**To Apply:**
Please email resume and cover letter to:

**Mariana Szalaj, Director of Orchestra Operations:**
Email: mszalaj@promusicacolumbus.org
No phone calls, please.
www.promusicacolumbus.org

**Deadline to apply is July 30, 2021.**

*ProMusica Chamber Orchestra does not discriminate in its employment decisions on the basis of race, color, religion, ancestry, age, sex, gender identity, sexual orientation, marital status, national origin, disability, veteran status, or any other protected class. As an Equal Opportunity Employer, we celebrate diversity and are committed to creating an inclusive and equitable environment for every staff member.*