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

Position Opportunity:  
The Operations and Education Assistant provides administrative support for the artistic operations of ProMusica in the areas of concert production, orchestra personnel, and education initiatives. Reporting to the Orchestra and Operations Manager, this position works in close collaboration with a roster of world-class musicians, guest artists, and community outreach partners to ensure all programs and performances are produced at a high level of excellence.

CORE RESPONSIBILITIES:

Artistic/Production:
- Provide and arrange support for guest artists and the Music Director, including accommodations, transportation, travel, and hospitality, providing exemplary care for artists during their visits.
- Manage and provide hospitality needs at rehearsals and performances, including setting up and breaking down dressing rooms, driving artists, and serving as the artist’s primary point of contact.
- Coordinate requests for artist activities from Marketing and Development departments.
- Create guest artist itineraries, production schedules, front and back of house sheets, and schedules of services for all performances in collaboration with Orchestra and Operations Manager.
- Coordinate hotel/housing, homestays, and car rental needs for orchestra musicians.
- Attend and assist at rehearsals and performances. Document musician attendance in accordance with established procedures.
- Assist in the planning and execution of stage plots and equipment moves.
- 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.
- Support all aspects of concert operations, including but not limited to procuring equipment needs, facilitating auditions, and coordinating runouts and other special events such as Neighborhood Series and Summer Series.
- Negotiate and maintain an effective relationship with hotels, car services, and other local vendors.
- Ensure orchestra working conditions and activities comply with the provisions of the Collective Bargaining Agreement.
- Other duties as required.

Education:
- Assist the Education and Community Engagement Manager at outreach events including, but not limited to: Columbus Metropolitan Library Series, Musicians in School visits, and Storytimes.
- Support educational programming as needed through data collection, program planning, musician hiring and curriculum implementation.
- Other duties as required.
QUALIFICATIONS:

Required
• Knowledge of classical music, orchestral repertoire, instrumentation, and industry practices.
• Highly organized, self-motivated, and excels at time management skills.
• High degree of flexibility in response to daily shifting priorities.
• Exceptional interpersonal skills and able to work with a wide variety of personalities, maintaining a professional demeanor when faced with challenging situations.
• Appreciation for and understanding of the needs of professional artists including conductors, orchestral musicians, and guest artists.
• Excellent written and verbal communication skills, strong attention to detail is essential.
• Valid driver’s license and access to vehicle required for transportation needs.
• Must be able to work evenings, weekends, and some holidays as required by the performance schedule.
• Must be able to handle the physical demands commensurate with the position including lifting up to 50 lbs.
• Proficient in computer applications including Microsoft Office.

Preferred:
• A Bachelor’s degree in Music or equivalent; 1-2 years of experience working with orchestras or other musical organizations can substitute for the degree.

To Apply:
Please email resume and cover letter to:
Suzanne Jennison, Orchestra and Operations Manager:
Email: sjennison@promusicacolumbus.org
No phone calls, please.
www.promusicacolumbus.org

Position is open until filled.

PMCO 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.