



## **VICE PRESIDENT OF ARTISTIC OPERATIONS**

The Dallas Symphony Orchestra seeks an exceptionally talented and experienced artistic operations professional for the role of Vice President of Artistic Operations. This vital position is responsible for finalizing the planning and programming of Dallas Symphony Orchestra concert programs, as well as providing managerial oversight of concert production, artistic administration, and orchestra tours; handling the negotiation and final contracting of all guest artist engagements; and fostering artistic relationships in the worldwide orchestra community. The position oversees scheduling of the orchestra's annual calendar and the management of operations and artistic staff positions. The Vice President of Artistic Operations works closely at all times with the Music Director and the President & CEO. This position oversees an annual production budget of approximately \$7.5 million.

More specifically, the Vice President's responsibilities include finalizing concert programming, including scheduling of the orchestra service calendar, observing at all times the master agreements, and providing management oversight of concert production; negotiating the engagement and contracting of classical and overseeing same for pops guest artist engagements; reviewing and signing all guest artist contracts; managing domestic and international tours to include budgeting and scheduling of concert halls, accommodations, and travel in collaboration with the Director of Operations; negotiating musician's individual solo (concerto) engagements for the DSO; overseeing Artistic Operations staff, Principal Librarian, Chorus Director, and Assistant Conductor; and overseeing the audition, hiring, and contracting of staff conductors.

The Vice President will oversee the negotiation with the Vice President of Communications, of all recording and broadcast agreements; assist communications and marketing staff by reviewing press releases and concert program book content; prepare and monitor Artistic Operations departmental budgets and oversee the preparation of concert production budgets, in collaboration with the Director of Operations; oversee the scheduling and confirmation of dates and calendar entries at the Meyerson Symphony Center and other venues for all orchestra services; negotiate and finalize all new music commissioning contracts; and manage other related projects as they arise.

The selected candidate will have a minimum of five plus years of previous experience in a high-level performing arts organization or venue; extensive knowledge of orchestral repertoire and of international classical music artists; exceptional attention to detail with the ability to think strategically and work quickly at a high level of accuracy; excellent management and administrative skills; solid experience in preparing, forecasting, and analyzing artistic costs; and excellent organizational communication skills, both verbal and written.

The Dallas Symphony provides excellent benefits. Please submit your resume with salary requirements to [recruiter@dalsym.com](mailto:recruiter@dalsym.com).

**The Dallas Symphony is an Equal Opportunity Employer**