

Ref #:



Government of the Republic of Trinidad and Tobago
**Ministry of Community Development,
Culture and the Arts**

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: OPERATIONS MANAGER

JOB SUMMARY :

The incumbent is responsible for ensuring that scheduling and production of all orchestra events (concerts, rehearsals, tours and special events) run smoothly, effectively and in a financially responsible manner. The Operations Manager also functions as a liaison between the orchestra and the rest of the Association. The incumbent also ensures that the Stage and Equipment Manager is able to perform duties effectively, whereby both positions are responsible for the care and maintenance of all equipment of the TTNSO.

REPORTS TO:	Administrative Director, Board
SUPERVISION GIVEN TO:	Stage and Equipment Manager, Pan Tuner
KEY LIASIONS:	Music Director/ Conductor

DUTIES AND RESPONSIBILITIES

- Concert Production**
- Plan and administer all concert production activities of the orchestra, including facility and equipment rental, staging requirements and other logistical arrangements.
 - Co-ordinate activities with library, personnel and artistic staff.
 - Supervise orchestra set-up for rehearsal, concerts and co-ordinate with Music Artistic Director regarding special set-up requirements
 - Arrive backstage early to check all preparations, inform orchestra personnel, stage manager or stage technician of any last minute changes and determine actual starting time of concerts.
 - Confirm arrangements with recording engineer for any taping of concerts.
 - Arrange for guest artist hospitality.
- Scheduling**
- Prepare the orchestra’ master schedule by working with Administrative Director and Artistic Director to achieve artistic goals while maximizing services for financial benefit.
 - Determine feasible schedules for special events such as tours, recordings and outreach programs
 - Book the necessary facilities
- Tours and Run outs**
- Organize and produce all orchestra tours and concerts.

- Act as liaison with the orchestra's booking agent in developing, scheduling, and budgeting
- Presenters for concerts.
- Assist in communication with Orchestra Tour Committee.
- Plan logistics, schedules, book hotel and airline reservations, prepare manifest, rooming lists, billing and tour handbook. Escort orchestra on tour; assure that all plans are properly executed.
- Make special arrangements for guest artist travel and hospitality

Master Agreement/Contracts

- Provide recommendations to management's negotiating teams for arrangements and contracts.
- Research specific issues as requested by the negotiating team; determine financial impact of proposed changes
- Propose changes to agreements and strategies for achieving and implementing those changes.
- Interpret, implement and uphold terms of the master agreement and other collective bargaining agreements; research background and precedent where discrepancies in interpretation occur.
- Incorporate new terms of agreements in all scheduling and logistical planning; monitor compliance

Orchestra Personnel

- Together with Personnel Manager, meet with Orchestra Committee to share information and discuss issues of concern; respond to orchestra member requests for information on scheduling and working conditions.
- Follow-up on all requests in a timely manner; help promote positive relations between the orchestra and the Association.
- Ensure best possible physical working conditions for the orchestra in all situations.

Administrative

- Together with Administrative Director and Financial Manager, develop and monitor budgets for all production and touring activities.
- Maintain appropriate cost controls while maintaining artistic integrity and upholding the master agreement.
- Hire, train, manage and evaluate performance of all production staff
- Manage procurement of supplies, licenses, equipment and services for operations purposes. Maintain inventories of property and supplies, making periodic checks for reports to the Administrative Director.
- Serve as part senior management team to assist the Executive Director in setting and implementing administrative and artistic policies established by the Board.
- Work closely Administrative and other designated staff in long-range planning for the Association; prepare budget projections as needed.
- Co-ordinate with the artistic staff in planning programmes.

Other

- Co-ordinate logistical arrangements for all special events and projects.
- Co-ordinate production requirements, timings and special needs for broadcasts.
- Serves as liaison to record producers and engineers to arrange schedule and technical requirements for recording sessions.
- Co-ordinate activities of Development, Marketing and Public Relations department for special projects involving use of the auditorium, stage crew and/or orchestra players.

- Perform other duties as assigned by the Administrative Director.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- General knowledge of stage production process.
- General knowledge of a range of computer applications including word-processing, databases, media and web technologies.
- General knowledge of the performing arts

SKILLS AND ABILITIES:

- Highly developed critical thinking, leadership and time management skills
- Sound organization, administration, communication and interpersonal skills
- Results oriented
- Project co-ordination technique
- Ability to set priorities, organize workload, handle multiple responsibilities and meet deadlines within a fast paced movement environment.
- Ability to accept responsibility and account for his/her actions.
- Ability to inspire and work in a team
- Ability to work varied days and hours including early mornings, late nights, weekends, holidays and long hours as required.

MINIMUM EXPERIENCE AND TRAINING:

- Bachelor's degree in Business Management or a related field
- At least two (2) years' experience at a Managerial or Supervisory Level in Operations, Logistics or House environment.
- Experience and understanding of theatre operations or house management will be an asset.

****Any equivalent combination of education and experience to successfully perform the essential duties of the job may be acceptable in lieu of those requirements listed above ****