

***Southern Arizona Symphony Orchestra***  
***Operations Manager***

The Operations Manager will be employed as an independent contractor of the Southern Arizona Symphony Orchestra (SASO), will be responsible for operational aspects of the general management of SASO, and will work with the Music Director, the Officers and Board, and other employees and contractors of SASO. He/she will carry out Board policy and directives and will act on behalf of the Board as appropriate. Attendance at weekend and evening events will be expected. Renewal of contract will be contingent upon successful fulfillment of job requirements.

Required skills and competencies: Bachelor's or advanced degree preferred, or equivalent experience. Excellent communications skills (both written and oral), organizational skills, interpersonal skills and fundraising abilities; self-motivated; ability to develop and work within the budget; computer literate; ability to direct and work successfully with staff and volunteers; present oneself professionally.

***Responsibilities***

**Marketing and promotion including, but not limited to, the following:**

- Seek and develop creative, new marketing and partnership opportunities to grow SASO's presence and audience base
- Work with the Board in development of marketing strategies
- Manage and update content on the SASO website on a regular basis and forward messages to appropriate personnel
- Manage marketing and public relations activities (eblasts, radio ads, print media, season programs and brochures, mailings, etc.)
- Write press releases for each concert cycle
- Update community concert calendars with SASO performances
- Act as SASO advocate and representative in the community
- Assist in developing community outreach campaigns
- Manage the annual Youth Concerto Competition
- Coordinate social media postings (Facebook, Twitter, Instagram)

**Concert preparation responsibilities including, but not limited to, the following:**

- Work with venues to schedule and manage concerts, rehearsals, and other related activities
- Coordinate logistical aspects of concerts, and storage and transportation of instruments
- Manage Box Office activities, ticketing, and reports.

- Recruit volunteers to help with concert production, ad sales, fundraising, and ticket sales
- Coordinate with volunteer ushers
- Manage donor related signs and promotions at concert venues
- Negotiate contracts for guest artists and conductors within budget parameters set by the Board
- Manage communications with guest artists and conductors including coordinating transportation, lodging, and accommodation.
- Attend concerts, and some rehearsals as needed
- Introduce SASO to audience at all concerts

**Sales and fundraising responsibilities including, but not limited to, the following:**

- Work with the Board to identify and cultivate major gift prospects and relationships with major donors
- Oversee donor thanks and recognition
- Manage accurate and complete gift records using current database
- Manage advertisement database for season program booklet and solicit advertisements
- Assist with securing sponsorships for concerts
- Oversee direct mailings of season brochure and semi-annual campaign letters
- Assist in identifying grant prospects, coordinating application process, preparing reports and ensuring compliance
- Manage the AZ Gives Day fundraising campaign

**Administration including, but not limited to, the following:**

- Maintain the SASO telephone, handle incoming and outgoing messages and correspondence
- Manage the calendar and communication with the board and committees
- Support and help coordinate activities of Board and Committees
- Attend all Board meetings
- Attend meetings of all Board Committees when requested