



New Haven Symphony Orchestra (NHSO) seeks an Operations Director to lead our production team. The ideal candidate is organized, detail oriented, and excels at both independent and group work. 3-5 years of experience in concert production is preferred. We encourage diverse and non-traditional applicants, Facility in a second language is given strong consideration. A positive attitude and collaborative spirit are highly valued.

The Operations Director assists the Chief Executive Officer in realizing the vision of NHSO's Music Director, Alasdair Neale, and is responsible for:

- Participating in strategy sessions to assess proposed programs.
- Setting and implementing production policies (including COVID safety).
- Smooth day-to-day operations, especially the professional presentations of all concerts & programs.
- Booking artists & venues and coordinating with strategic partners.
- Assisting the Controller in creating budgets and maintaining cost controls while upholding artistic integrity.
- Fulfilling the musician and stage crew Collective Bargaining Agreements; assisting with negotiations.
- Developing and implementing stage setups; Supervising Stage Crew and production staff to execute.
- Supervising Front-of-House staff and volunteer coordination.
- Act as primary guest artist liaison.

The successful candidate is expected to:

- Have strong interpersonal skills and a flexible, can-do attitude.
- Be able to manage multiple programs, priorities, and deadlines effectively in a fast-paced environment.
- Physically transport equipment, boxes, and bins that are required at performances and events.
- Be a self-starter with the energy, organization, and resilience to assure excellence.

This position is full-time and a flexible schedule is possible; this position requires supervising weekend & evening rehearsals & concerts. Salary is commensurate with experience (\$45K - \$50K); benefits include health insurance, generous paid time off, and a flexible, family-friendly work environment. Dental, vision, and retirement plan options are available. Prospective candidates are encouraged to send a cover letter, resume, and three references to Elaine Carroll at ECarroll@NewHavenSymphony.org.

About the Symphony

The New Haven Symphony Orchestra enriches Connecticut's cultural landscape through exceptional performances and education programs that are accessible to residents from all walks of life. Innovative programming offered statewide inspires deeper audience engagement and meaningful artistic and educational collaborations which increase the reach and impact of the Symphony. Authentic commitments to diversity, equity, inclusion, and access move the NHSO to provide representation that reflects the richly diverse communities we serve in all areas of Symphony leadership. The Symphony regularly reaches over 40,000 residents from 120 Connecticut towns, including 20,000 children.