



Chicago Sinfonietta is seeking an experienced individual to work on a part-time basis as its Concert Operations Manager. This critical position would work directly with the CEO, the production team, and Music Director to ensure that every concert is produced effectively from a technical standpoint. The job is 20-24 hours per week except for concert performance weeks that can be 40 or more hours. Hours can be flexible most of the time and some work can be done from remote locations. This is an hourly position with competitive pay and no benefits.

CS performs five subscription concert pairs per year plus other events that require production coordination. While there will be some interface with the artistic team for programming, this position executes a finalized artistic vision in terms of production for concerts and events.

Concert Operations Manager will be expected to:

- Prepare Guest artists contract in consultation with the CEO
- Secure guest artist's technical information and promotional materials in a timely fashion
- Establish, manage, and coordinate the production schedule, in coordination with production team and Music Director
- Guest artist logistics including travel, hotel, ground transportation, etc.
- Advance all performances from a production standpoint with artists and venue managers.
- Work with venues to coordinate all aspects of concert productions including concert set-up, light design, video, etc.
- Schedule rehearsal space in coordination with the Music Director
- Manage the production team including the Librarian and Personnel Manager
- Hire additional technical staff as needed
- Stage managing all CS presentations
- Prepare annual production budget
- Assist the Artistic Director and CEO in presenting CS events
- Work with the Finance team to secure amusement tax exemptions for all City of Chicago Performances

Experience in classical music is strongly preferred, however, would consider analogous experiences in the arts. Organization and attention to detail is absolutely essential to the success of any candidate considering application.

Please send a cover letter with compensation requirements and a resume to [jhirsch@chicagosinfonietta.org](mailto:jhirsch@chicagosinfonietta.org).