



Employment Opportunity

Celebrity Series brings the world's best performing artists to Boston, and is New England's leading multi-disciplinary performing arts presenter. Founded in 1938, Celebrity Series presents performances by instrumental and vocal soloists, symphony orchestras, chamber ensembles, dance companies, jazz and popular music performers, folk and ethnic performance groups, and other performing artists in concert halls and theaters across Boston and Cambridge. Guided by a recent update to a strategic plan, the organization is expanding its programming in several performance areas.

Position:	Manager of Performance Operations
Department:	Operations/Production
Immediate Supervisor:	Associate Director of Performance Operations
FSLA:	Exempt
Salary:	Commensurate with experience

Summary of Position

This position manages concert production and artist servicing details for a portfolio of performances at a variety of venues across Boston and Cambridge. These events are consistent with the mission of the organization, as well as the vision and priorities set by the President. In partnership with the Associate Director and Director of Performance Operations, the Manager is charged with creating a concert experience for audiences and artists on behalf of Celebrity Series consistent with the organization's values and goals.

Duties and Responsibilities

Concert Production

- Serves as primary liaison to advance and fulfill all concert-related requests and requirements while working within the designated budget for a portfolio of concerts each performance season. Topics will include but not be limited to equipment, rehearsal, travel, hotel, front-of-house, and backstage hospitality needs.
- Directs artists, artist representatives, venue staff, and outside contractors via thoughtful, proactive communication to ensure a successful performance.
- Serves as an onsite organization representative at venues among artists, agents, venue staff, contractors, etc.
- Collaborates actively with other Celebrity Series departments to ensure that artist-related activities are fully integrated into the priorities of the organization and in line with the strategic plan.
- Oversees financial reconciliation of performances, including but not limited to invoice payments, petty cash reconciliation, and reimbursements; produces financial settlements for artist management companies when applicable.
- Oversees ticketing needs for artists, management companies, and department.
- Works with venue and Associate Director of Community Engagement to coordinate masterclass and other community engagement logistics when applicable.

Additionally:

- Under direction of Associate Director, takes the lead on select advance and onsite details pertaining to other engagements and special events as needed.
- Collaborates with Associate Director on hotel rate negotiations and proactively maintaining relationships with the industry.
- Actively participates in maintaining and updating production-related documents and equipment inventory.

Special Projects

- With Director and in conjunction with project team, spearheads planning and execution of select portions of high-profile public art/performance projects.
- Support artistic areas of large special events, such as the annual Gala, as part of the team.

Organizational Communication

- Facilitates proactive communication between staff of the venue, artist, and presenter.
- Maintains regular contact with colleagues, especially the Artistic Programmer and other department members, but also in other departments to support cross-departmental projects that have artist and performance implications, including, but not limited to program book copy proofing, special events, educational and audience engagement initiatives, and staff meetings.
- Represents the organization at select vendor events and meetings.
- Uses in-house database, Artifax Event Online, to facilitate cross-departmental conversation and coordination.

Requirements

- Detail-oriented self-starter who can handle multiple projects at a time efficiently and excels in a fast-paced environment. Proactive, effective communication and follow through are essential to success in this position.
- Proven ability to achieve results when working collaboratively with a wide variety of people and ideas.
- Willingness to take on a variety of tasks and responsibilities and strives to exceed expectations.
- Ability to thoughtfully analyze situations and persevere despite unfamiliar territory.
- Ability to maintain diplomacy and remain poised, tactful, and supportive in stressful situations.
- Commitment to providing a high level of service to artists and patrons.
- *Regular office hours plus evening and weekend hours during performance season (October - May).*
- Minimum of 3-5 years of professional experience preferred.
- Knowledge of performing arts industry important, music background preferred.
- Experience in concert operations required, including familiarity with both front-of-house and backstage operations. Concert portfolio will include both classical and non-classical music performances.
- Ability to lift 10 lbs.
- Driver's license helpful, but not required.
- Bachelor's degree or equivalent required.

How to Apply

Please send cover letter and resume via email to (no phone calls please):

Liz Rosenthal, Associate Director of Performance Operations
Celebrity Series of Boston
CS.MPOsearch@gmail.com

Work Environment

The Celebrity Series offices are located at 20 Park Plaza, Suite 1032 in Boston's Back Bay. The building is convenient to public transportation and is fully accessible. Office hours are Monday through Friday, 9:00 a.m. to 5:00 p.m. Work is often required off-site, yet within the Greater Boston area.

Benefits

Medical Insurance 75% paid by Company; Dental Insurance 25% paid by Company; Vision plan; Life Insurance and Short-Term Disability 100% paid by Company; 403(b) plan; paid vacation, holidays, personal and sick time.

The Celebrity Series of Boston, Inc. is an equal opportunity, affirmative action employer.