

The New York Philharmonic seeks a **Manager, Concert Operations** to develop, plan and coordinate day-to-day production logistics for all orchestra-related activities.

Responsibilities include but not limited to:

- Develop and plan production logistics for the season. Coordinate rehearsal/concert production logistics for subscription season, Parks, festivals, celebrations, special events, holiday presentations and pre-concert programs.
- Create and monitor production budgets for all Philharmonic concerts at Lincoln Center, run-out concerts, & Concerts in the Parks.
- Develop, plan, and coordinate all staging requirements, including sound, lighting, keyboard instrument tunings and maintenance, etc. with Stage Representative, Orchestra Personnel Manager, stage crew and conductor/soloists. Create production schedule/calendars, concert run-downs, stage set-ups.
- Develop, plan, coordinate, and execute all Concerts in the Parks season arrangements. Hire and supervise Parks support staff.
- Develop, plan, coordinate, and execute all NYP run-out and special off-site concerts.
- Work closely with Artistic Planning Department to coordinate guest artists' contract needs for guest conductors/soloists, artist managers, choruses, cover conductors and composers.
- Function as Technical Producer on large scale special productions, work with all technical production personnel, including director, lighting designer, sound designer, etc. as well as various NYP departments.
- Lead weekly production meetings with Operations, Artistic Planning and Orchestra Personnel Departments.
- Coordinate production logistics, as needed, for special projects on Philharmonic tours.
- Miscellaneous duties as required.

The ideal candidate will have a college degree with a minimum of five years operations/production experience in an orchestra; previous experience creating and managing budgets; knowledge of classical music; excellent computer, organizational and administrative skills; outstanding oral and written communications skills; previous experience working with labor contracts. A diplomatic personality with the ability to work long hours, juggle many projects at once and meet immediate deadlines is essential. Orchestra touring experience is a plus.

Please submit a resume and a cover letter along with your salary expectations to resumes@nyphil.org.