



Position Opening:

**Artistic Operations Manager (3/4 time)**

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June, 2019

### About Apollo's Fire

GRAMMY® award-winning ensemble Apollo's Fire is one of the world's leading period-instrument baroque orchestras and is based in Cleveland, Ohio. Currently in its 27<sup>th</sup> season, the ensemble is led by its founding Artistic Director, conductor-harpsichordist Jeannette Sorrell.

Apollo's Fire is one of the few American ensembles that maintains (a) a significant subscription series at home (30-34 subscription performances of 6-7 programs in multiple venues); (b) an active touring schedule averaging 12-18 engagements per year; (c) a significant CD recording and video presence (nearly 3 million views for YouTube videos, and 26 commercial recordings of which 8 have been Billboard Classical best-sellers); and (d) an extensive outreach/educational program including 14-20 events per year in Northeast Ohio.

Apollo's Fire tours under the auspices of Columbia Artists Management. The orchestra has performed at such venues as Carnegie Hall, the BBC Proms (London), the Royal Theatre of Madrid, London's Wigmore Hall, the Tanglewood, Ravinia, and Aspen Music Festivals, the Boston Early Music Festival series, the Library of Congress, the Metropolitan Museum of Art (NYC), and many others. Apollo's Fire is also a leader in innovative outreach, having brought in over 5000 new attendees in the past two years.

Apollo's Fire has an annual budget of around \$2 million, and a staff of approximately 5 full-time and 7 part-time employees. The office suite is located in the historic Rockefeller Building in Cleveland Heights.

## **Artistic Operations Manager**

Apollo's Fire seeks a 3/4-time, year-round Artistic Operations Manager (AOM) to assist with all day-to-day aspects of concert operations. The AOM works on all aspects of AF's annual calendar, including the subscription season, local hired engagements, national and international touring, special events, and education/community outreach activities.

The AOM reports to the General Manager (GM) and is an integral member of AF's office staff and will work closely with the Artistic Director (AD), General Manager, Production Manager and Production Assistant, as well as all AF musicians (2/3 of whom come from out of town for projects, and require housing and ground transportation arrangements).

Key areas of responsibility are:

### **Artistic Administration (Orchestra and Chorus):**

- Book and contract orchestra and chorus musicians for all performances, under the direction of the Artistic Director and the GM;
- Distribute project schedules and logistics information to musicians prior to each project
- Prepare musician biographies and headshots for program books
- Book flights and rental cars for all out-of-town musicians, adhering to project budget
- Coordinate host accommodations for musicians/act as staff liaison for all volunteer hosts and drivers
- Prepare per diem allowances
- Visit rehearsals before or during breaks, providing snacks and meals when called for by the schedule
- Coordinate auditions, as needed, with Artistic Director
- Assist AD with correspondence
- Depending on interest, AOM may be involved in writing some aspects of publicity materials and/or program notes

### **Operations/Touring:**

- Book local concert and rehearsal venues, coordinating logistics and rental fees with each, in consultation with Production Manager and GM
- Coordinate flights, hotel and ground transportation for domestic touring
- Assist with acquiring costumes and props, when applicable
- Be "on call" via phone and email while AF musicians are traveling to Cleveland or on tour

### **Education and Outreach**

- In conjunction with GM and Marketing Manager, AOM arranges musicians and production details for education and outreach activities, including casual outreach concerts, in-school workshops, masterclasses/coachings, and pre-concert lectures, and AF Musettes (treble youth choir)

AOM will be mentored by the GM in the following areas:

- Booking local/regional touring engagements
- Creating project budgets for local and tour concerts
- Completing orchestra, chorus, and guest artist payroll
- Guest Artist Fee Negotiations
- Obtaining immigration visas
- Providing materials (including contracts, and program book and publicity information) for tour presenters in conjunction with AF's management

**Concert Duty:**

AOM will work 75% of local concerts, assisting box office and attending to musician/guest artist needs. There are about 7 local subscription concert-weeks per year, plus summer countryside concerts and tour send-off concerts. The AOM will work 3-4 concerts in each of those subscription concert weeks, plus 75% of the Countryside summer concerts and send-off concerts as scheduled. All staff members receive a half-day of comp time for each concert worked. Comp time (time off) may be taken during non-concert weeks.

**Terms and Compensation:** Salary commensurate with experience. Benefits include health insurance contribution (55% of premium paid by company) and optional 403B plan. Note: this is a salaried, ¾-time job, meaning an average of 30 hrs per week in the office. The AOM will receive 2 weeks of paid vacation (in addition to the week between Christmas and New Year's when AF is closed). While a regular schedule is preferred, this job does have some flexibility for a musician who wants to perform or teach on a part-time basis. AF Concert weeks will be heavier than 30 hrs due to evening events, but some other weeks will be lighter when comp time is used.

**Qualifications**

The successful AOM candidate will be highly organized and self-motivated, and able to maintain a professional rapport with a variety of contacts including presenters, concert venues, artist managers, and AF musicians, staff, Board, patrons and volunteers.

- 1+ years' professional administrative experience in the performing arts. Preference given for a background in orchestral or chamber music specifically in the areas of concert operations, touring, personnel, or artistic administration
- Bachelor's degree required, preferably in music; master's degree preferred
- A background in classical music
- Excellent organizational, communication, and interpersonal skills
- Excellent Microsoft Word and Excel skills

- A strong collaborative attitude and a “can do” approach with a goal of superior results on each and every task
- Flexible schedule/ability to work evenings and weekends and be “on call” during peak days of the season
- An automobile and a valid driver’s license are required

**To apply:**

Please send cover letter, resumé, and at least 3 references, via email to [search@apollosfire.org](mailto:search@apollosfire.org). Please reference “Artistic Operations Manager” in the subject line.

This position is open until filled.