

DETROIT SYMPHONY ORCHESTRA

JOB DESCRIPTION

Classification: ARTISTIC ADMINISTRATOR

Department: Artistic

Last Revision Date: February 7, 2022

FLSA Status: Exempt

The Organization:

The Detroit Symphony Orchestra is known internationally for trailblazing performances, collaborations with the world's foremost musical artists, and a deep commitment to serving the community. Making its home in historic Orchestra Hall at the Max M. and Marjorie S. Fisher Music Center, the DSO actively pursues its vision to be an inclusive and culturally relevant community where all people can experience their world through music. The DSO offers a unique working environment and an excellent compensation package.

Position Summary:

The Artistic Administrator works closely with the Senior Director of Artistic Planning, and is responsible for planning, repertoire, and production for programs with the Detroit Symphony Orchestra on the PNC Pops Series and Family and Education series, as well as summer and special presentations. Responsibilities include identification and selection of guest artists as well as contract negotiation for series and presentations with a focus on popular, contemporary and classical music genres, providing additional artistic planning and administration support for other series as needed. The Artistic Administrator adheres to programming standards and quality commensurate with the DSO brand while meeting or exceeding budgeted goals and furthering the DSO's commitment to DEI.

Specific Responsibilities:

- Programs a variety of popular and classical music for performances at Orchestra Hall and in the community, including but not limited to the PNC Pops Series; Family, Education, Community, and Summer concerts; Educational Concert Series and Young People's Family Concerts; and the Tiny Tots concert series.
- Prepares proformas and works with the Marketing and Artistic Operations departments to book special presentations in Orchestra Hall across all genres with or without orchestra.
- Collaborates as needed in production of partnership presentations, with and without orchestra.
- Exercises responsibility for Guest Artist relations for related concerts/presentations, ensuring the DSO's standard of excellence; supervises logistical follow-up as it pertains to guest conductors and visiting artists, including hotels, transportation, rehearsal orders, rehearsal and performance schedules, etc.
- Oversees Artistic Coordinator, Artist Liaison, and Staff Drivers; works closely with Assistant and Cover Conductors as required.
- Assists with Classical planning and commissioning projects as needed.
- Searches for new and diverse artists and conductors for possible appearance with the DSO. Keeps abreast of existing and emerging artistic talents and repertoire.
- Reviews artists, locally and nationally for potential use by DSO and its ancillary presentations.
- Prepares and oversees artistic budgets as required.
- Oversees contracting and logistics for choirs; ensures that choirs are effectively prepared before appearing with the DSO.
- Responsible for successful execution of the Lebenbom Memorial Award competition.

- Exercises overall responsibility for the preparation of all DSO non-classical program information, working closely with the orchestra library, personnel office, operations staff and stage and production staff to communicate all necessary information for planning and execution of programs in a timely manner.
- Works closely with the Senior Director of Artistic Planning to ensure processes, communication, and artistic quality are consistent across all product lines and all programs.
- Works closely with the Marketing staff to design programs that have strong audience appeal and fit the revenue goals of the organization and subscription package designs, while upholding the artistic integrity and excellence of the DSO and furthering the DSO's mission.
- Works closely with the Artistic Operations staff to ensure the coordination of rehearsal and performance schedules within the guidelines outlined in the musicians' collective bargaining agreement.
- Oversees communication of production requirements for non-classical presentations, working closely with the DSO's Artistic Operations team and Stage Crew.
- Develops and fosters positive relationships with artists, artist managers, and agents as well as DSO musicians.
- Serves as Manager on Duty for DSO events at the Max M. and Marjorie S. Fisher Music Center or other venues as needed.
- Performs other duties as assigned and may require driving DSO and rented vehicles as needed.

Position Qualifications:

- Bachelor's Degree in music or arts management and/or equivalent experience is required.
- Minimum of 5 years of related professional experience required, including demonstrated management and contract administration skills; experience negotiating and booking is strongly preferred.
- Candidate must have established industry contacts.
- Thorough knowledge of and passion for classical and non-classical music and associated artists required; ability to read music strongly preferred.
- Familiarity with symphony orchestra structure and practices, symphonic repertory and guest artists/conductors strongly preferred.
- Strong written and verbal communication, interpersonal, leadership and organizational skills are necessary. Must be able to work with artists and artist managements.
- Must be able to work with a broad spectrum of personalities, exhibit patience and understanding and be decisive in reaching and implementing decisions.
- Imagination, flexibility and the ability to work under pressure extremely important to this position.
- Demonstrated proficiency in PC network environment and experience with Microsoft Office and Windows software is necessary.
- Candidate must have a valid driver's license.

The essential duties for this position require in-person interaction with staff, musicians and/or guest artists. Therefore, in alignment with the DSO's COVID-19 safety policy, full vaccination for COVID-19 is required for employees working in this position.

The Detroit Symphony Orchestra is an Equal Opportunity Employer.

Primary Reporting Responsibility: Senior Director of Artistic Planning

Direct Reports: Artistic Coordinator, Artist Liaison, Staff Drivers