



## Employment Opportunity

The RCO is seeking an **Artistic Planning & Operations Manager** to support the execution of all Reno Chamber Orchestra and Nevada Chamber Music Festival performances. This part-time position reports to the Executive Director. Job duties include artistic planning, budget planning and expense tracking, and coordinating logistics for guest artists and performers.

### Principal Duties:

- Artistic Planning
  - o Work closely with the Executive Director and Artistic Directors to design and implement concerts with the Reno Chamber Orchestra and Nevada Chamber Music Festival.
  - o Establish personnel needs, rehearsal schedule, and stage layout with the conductor and communicate with the Personnel Manager and Stage Manager.
- Music Library Oversight
  - o Obtain quotes for music rental and purchase, and order editions based on conductor requests.
  - o Communicate with string principals and the Music Library Assistant to facilitate timely bowings and music distribution in accordance with collective bargaining agreement deadlines.
- Venue Communications
  - o Work with the University of Nevada-Reno and other venues to hold concert & rehearsal dates and ensure accurate billing and timely payments.
- Travel and Housing
  - o Book flights, housing and rental cars for all visiting conductors and artists based on the negotiated artist contract.
- Nevada Chamber Music Festival (NCMF)
  - o Develop and refine rehearsal schedules, coordinate artist drivers and pick-up/drop-off timing, and oversee audio, video and photography contractors.
- Other duties as assigned

Desired Skills:

- A highly organized, structured approach to accomplishing tasks.
- Ability to work with a variety of performers and artistic leaders to design and implement chamber music and chamber orchestra concerts.
- Understanding of classical music instrumentation, repertoire, logistics and collective bargaining agreements.
- A sense of diplomacy when handling sensitive information and interactions.

Supervises:

- Personnel Manager
- Stage Manager
- Music Library Assistant
- NCMF Drivers (seasonal)

Estimated Hours and Working Conditions:

- This is a part-time position with an average of 20-25 hours per week throughout the year. Additional evening and weekend hours are required during performance and event weeks.
- Working conditions are routine for an office environment with offsite work at performance venues. Proficiency in computers, and an ability to lift 20 lbs, is required.

To Apply:

Submit a resume, cover letter, and at least three (3) references by email to [executivedirector@renochamberorchestra.org](mailto:executivedirector@renochamberorchestra.org). The Reno Chamber Orchestra is an equal opportunity employer. Please, no calls about this position.