

## JOB POSTING: **Vice President, Artistic Administration**

### **POSITION SUMMARY**

Reporting to the President & CEO, and working closely with the Music & Artistic Director, the VP Artistic Administration is a member of the senior leadership team and has overall responsibility for managing artistic operations and orchestra management. This includes artistic planning and implementation, artistic and concert budgeting (\$2MM), orchestra operations and production, orchestral personnel (76 contracted musicians under a collective bargaining agreement), contract negotiations, media, concert bookings, tours & runouts, and artistic event management. Ensures that all written materials accurately reflect artistic language and protocols. Supervises a long-standing and effective production, personnel and library team & conducts annual performance evaluations for: part time Orchestra Personnel Manager, Librarian, Production Manager, Symphony Chorus Manager, Education & Community Engagement Coordinator and Orchestra Musicians in compliance with the CBA. Coordinates Orchestra needs with the Granada Theatre, and Symphony volunteers: Green Room Gang (backstage hospitality) and Musician Housing Hosts.

### **The VP of Artistic Administration's PRIMARY GOALS include:**

- Create and manage predictable and accurate artistic and orchestra operations budgets that support the desired artistic vision and community impact.
- Nurture and steward the currently strong & transparent relationship with musicians and union.
- Ensure that advance planning and implementation continue to occur at the highest level.
- Foster an internal culture of reliability and confidence through accurate information, consistent communication and proactive problem-solving.
- In collaboration with Development & Marketing, create ways to deepen audience connection and engagement to the artistic product and personnel
- Support the President & CEO in the implementation and leveraging of flat-fee bookings, community collaborations, tours, and other earned revenue streams.

### **ORGANIZATIONAL SNAPSHOT**

For over 70 years, the Santa Barbara Symphony has been at the heart of the community's vibrant performing arts scene. Under the artistic leadership of globally admired charismatic Italo-Israeli conductor [Nir Kabaretti](#), the Santa Barbara Symphony is consistently lauded for its unique ability to create brilliant concerts, engage the community, and deliver dynamic music education programs. Approaching his 20th season with The Symphony Maestro Nir Kabaretti has invigorated audiences and musicians alike through his passion, creativity, and commitment to the community; where he resides with his family.

Known for its investment in artistic excellence, deep commitment to music education and Maestro Nir Kabaretti's innovative programming, The 2025/2026 Season includes seven subscription pairs, 1 NYE Pops, 5 house concert fundraisers, concert-week artist residency/community engagement events including Open Rehearsals, pre-concert talks, post-concert artist receptions, and paid bookings. Most recently, the Symphony Chorus was

established. With the only music education programs tied to a professional symphony in the region, The Symphony's award-winning Music Education programs, including the Music Van program and Youth Ensembles program serve thousands of students in Santa Barbara County. The Symphony continues to build vital collaborations on and off the stage with local non-profits and creatives including State Street Ballet, actors and local rock legends.

The Symphony is experiencing unprecedented momentum as it advances as a cultural leader, enriching lives and fostering connections. Under the leadership of Kathryn R Martin, President & CEO since May 2020, The Symphony has been solving historic challenges, including establishing (and growing) operational reserves, eliminating debt, growing earned and philanthropic revenue, while strengthening relationships with Symphony musicians, staff, board and community stakeholders. As a Group 3 orchestra with an annual budget of \$4MM, a 20-member Board and a vibrant professional staff of 10, The Symphony is distinguishing itself as it bucks national trends.

## **AREAS OF RESPONSIBILITY & IMPACT**

**Orchestra Management:** Manage and ensure all SBS activities operate within the Orchestra CBA, and maintain the currently positive, transparent, trusting relationship between the organization and musicians:

- Create and communicate a season schedule of all services, conforming with CBA and available dates/venues and approved budget.
- Primary staff contact for Orchestra Committee and Local 308, scheduling regular meetings, agendas.
- Primary staff contact with musicians. Administer the CBA; develop master calendar for each season; supervise the Personnel Manager and review orchestra payrolls; work with Music & Artistic Director and Personnel Manager to monitor SBS Musician performance in disciplinary situations; hire musicians for all non-orchestral appearances.
- Supervise Orchestra Personnel Manager, Librarian, Production Manager;
  - Assure care and feeding of the orchestra; backstage and onstage environment, backstage coffee and snacks, parties, musician retirement and anniversary celebrations, placement of musicians with housing hosts.
  - Establish excellent relationships with musicians
- Manage and track orchestra and artistic budget as season progresses and hiring and other decisions are made

**Auditions:** Coordinate with Music & Artistic Director, Personnel Manager, Production Manager and Musicians to ensure the recruitment of the most qualified orchestral musicians; assure that auditions are publicized, planned, budgeted and managed in a timely and professional manner; manage all on-site logistics during actual audition days, including location rental and liaison, provision of materials and food for committee.

**Media:** Primary resource for staff for all media activities and the musician costs and requirements thereof. Manage media activities; determine what can be recorded, when, how

payment is calculated; negotiate within the scope of current CBA as well as the IMA/EMA currently in effect. Arrange for broadcast/streaming/potential sales of any SBS media interaction. Supervise orchestra Recording Engineer for archival recording of all concerts.

**Ancillary Events and Bookings:** At the direction of the President & CEO, and with the support of direct reports, develop budgets, production requirements and scheduling to ensure contracts are secured and Symphony musicians and conductors have what they need to perform, per CBA.

### **Artistic Planning**

- With a goal to serve current audiences as well as those aimed to serve as an indispensable part of the community, work with Music & Artistic Director and President & CEO in executing the multi-year artistic vision for the organization.
- Make recommendations based on industry trends, organizational goals, artist and venue availability and cost.
- Prepare detailed draft budgets for plans being considered, and recommended paths forward.
- Effective planning will be both ongoing and fluid, with annual deliverable dates that ensure The Symphony maintains its marketing objectives.
- Program planning will include the current season and work towards achieving program planning at least two-years out. This includes the schedule for the subscription series and non-subscription concerts, negotiating fees and contracting of all soloists and guest conductors.
- Resource to President & CEO regarding strategic planning of Bookings, tours, community partnerships, as well as long range planning and budget projections for expanding orchestra activities. Resource to other departments to recommend and manage providing guest artists or orchestra members for fundraising events, house concerts, masterclasses or other activities.

### **Budgeting, Projecting, Managing**

- Create the annual artistic budget and effectively manage expenses and concert revenues to maintain approved budgetary goals.
- Negotiate guest artists fees (in consultation with MD) within the overall budget; operate as point of contact for artists' managers; create and send Letters of Agreement, prepare contracts, artist itineraries; make hotel and travel arrangements; coordinate all logistics for guest artists;
- Assist Music & Artistic Director with written correspondence and documents; serve as a liaison and correspondent on behalf of Music & Artistic Director regarding artists seeking engagement.
- Responsible for the budget preparation of the artistic product. This includes, but not limited to the cost of musicians, guest artists, guest conductor, venues and other related costs. Be a resource in researching budget issues as needed.
- Coordinate scheduling and research dates with the Granada and other venues,
- budget tracking invoice and event billing

## **Subject Area Expertise**

- Serve all departments at The Symphony as a resource for all artistic questions and content for press, marketing, written materials and development. Recommend “newsworthy” angles of artistic offerings, behind the scenes processes, and musician stories.
- Assist in producing pre-concert talks; contracting hosts, coordinating with musicians to be interviewed.
- Review welcome letters, remarks, presentations (Season Sneak Peek, etc) to ensure all artistic references are correct.
- Support Music & Artistic Director in creating presentations

## **Concert Production**

By managing a strong, seasoned team (Production Manager, Personnel Manager and Librarian), responsible for ensuring that all events are executed at a high level.

- Supervise advance production planning between Music & Artistic Director, guest conductors and Production team for all full-orchestra events; overseeing all aspects of the production including technical enhancements. rental equipment as required; coordination with theaters and outside performance venues; stage crew activity; orchestra personnel requirements and all library and music matters with Orchestra Librarian;
- Plan and produce all aspects of non-subscription concerts, fundraisers and outside bookings involving The Symphony. Plan and produce orchestra Family or Educational concerts including Concerts for Young People.
- Provide production or technical support for any donor events that have an artistic element, with assistance of the Education & Community Engagement Coordinator.
- Supervise backstage and onstage personnel and logistics for concerts and rehearsals, as well as other special event productions.
- In consultation with the Music & Artistic Director and President & CEO, make immediate decisions on artistic/production questions/needs that arise impacting the budget.
- Supervise Education & Community Engagement Coordinator in the portion of the role that provides guest artist support: Guest Artist hotel and travel plans, individual schedules, and special needs (comps, extra onstage practice), production of House Concerts, Chamber events and community activities.

## **Musicians Contract Administration/Negotiations**

- Responsible for administering the CBA. This includes: research, budget and design CBA relationship with musicians, ensuring that season plans conform to CBA requirements.
- Use CBA to determine costs of upcoming projects.
- Work with Union and with the orchestra committee when CBA-related items need to be discussed.
- Keep track of CBA issues for future CBA negotiations.
- Coordinate negotiation timeline and communication.

## **CANDIDATE PROFILE**

As a subject area expert and resource to staff, the ideal candidate will demonstrate some, if not all of the following professional skills and experience, and personal qualities:

- A minimum of 5 years working within a professional symphony orchestra; within a collective bargaining environment.
- Demonstrated success working closely with a music director, implementing artistic planning and production.
- Industry knowledge of current trends in the symphony orchestra field, in-depth knowledge of orchestral programming; guest artists, and repertoire.
- Expertise and accuracy in budgeting; a master at Excel.
- A Bachelor degree is required, preferably in Music, Music Business or Music Education.
- A demonstrated commitment to collaboration and the ability to cultivate trust and credibility with both internal and external stakeholders
- Experience as a fair, respectful leader, as well as a proven ability to manage resources—human, financial and physical—to maximize productivity and assure the highest quality work
- Excellent oral and written communication skills
- An enthusiastic problem-solver, and opportunity creator.
- An ability to work successfully in a complex and fluid environment demanding self-reliance combined with team spirit, outstanding judgment, and people skills
- A belief in the power and impact a symphony orchestra can have in its community, and a curiosity to explore new ways to learn about and meet community needs.
- Strong interpersonal skills required to relate with a variety of constituents, including SBS Staff, Board of Directors, Music Director, SBS Musicians, Stagehands, and Artistic Advisory Committee of the Board, as well as outside entities such as production vendors, Artist Managers/Agents, Community leaders, and local arts groups.

## **COMPENSATION & BENEFITS**

This is a full-time, exempt position. Annual compensation is \$85,000. The Santa Barbara Symphony offers a generous benefits package that includes medical, dental, vision and life insurance, eligibility in the 403(b) retirement plan and 12 paid holidays.

## **APPLICATION PROCESS**

Submit a resume and cover letter to at [info@TheSymphony.org](mailto:info@TheSymphony.org)

It is the policy of the Santa Barbara Symphony Association to provide all persons with equal employment opportunities without regard to race, color, religion, sex, sexual orientation, national origin, marital status, disability, age or Veteran status.