

# Music@Menlo

CHAMBER MUSIC FESTIVAL AND INSTITUTE • DAVID FINCKEL & WU HAN, ARTISTIC DIRECTORS

## Operations Manager

### Position Description

Music@Menlo is currently seeking an experienced and highly motivated Operations Manager to work closely with the Director of Artistic Operations on the daily operations of the festival's professional concerts and student institute and internship programs.

### Responsibilities

#### Production Management

- Plans and implements logistics related to festival concert production, including scheduling of venues and other facilities, and procurement and leasing of equipment for rehearsals and concerts
- Coordinates facility rental and concert production needs for year-round concerts
- Procures equipment and services during the festival and throughout the calendar year; arranges equipment and support needs for festival recording engineer, public relations agent, and other visiting service providers
- Coordinates volunteer teams during the festival and other special events, including scheduling ushers and hospitality support. Works closely with development team and with volunteer leaders in the stewardship of all volunteer communications and activities

#### Seasonal Staff Hiring and Management

- Recruits and hires festival support staff, both administrative and production, including house managers, stage managers, recording and video engineers, and other technical staff
- Drafts and generates contracts for year-round and seasonal service providers
- Manages and updates Music@Menlo policies and procedures manual for all staff and interns; assures compliance with all federal, state, local regulations, and Menlo School hiring and human resource policies and guidelines

#### Arts Management Internship Program

- Manages the recruitment and hiring of approximately twenty summer interns including creation of job descriptions; attending local university career fairs; marketing (print and social media); application tracking; coordinating interviews; planning and leading intern orientation sessions; coordinating outside speakers for intern seminar series
- As needed, supervises summer contract staff and intern teams
- Develops and maintains alumni lists and tracks current professional activities so that quantitative data and narrative text can be highlighted and featured in Music@Menlo's publications and online content

#### Music@Menlo LIVE Recordings and Festival Merchandise

- Creates and maintains artist recording contracts for Music@Menlo LIVE, the festival's recording label
- Manages the physical inventory and sales (both physical and digital) of Music@Menlo LIVE
- Tracks production costs related to Music@Menlo LIVE and royalty payments due to artists
- Coordinates all of the necessary music performance and recording licenses required such as ASCAP, BMI, and Harry Fox Agency
- Manages procurement, sales, and inventory of festival merchandise (posters, t-shirts, mugs, etc.)

[www.musicatmenlo.org](http://www.musicatmenlo.org)

50 Valparaiso Avenue • Atherton, California 94027 • 650-330-2030 • fax: 650-330-2016

### General Office Management

- Coordinates archival management of festival files and materials and storage
- Coordinates office equipment and supplies

### Required Qualifications:

- 3+ years of progressively responsible production and/or education experience in the performing arts and music, with experience managing, supervising, training, and mentoring others in a professional environment
- Resourceful problem solver with demonstrated written and verbal communication skills. Strong ability to multi-task and deliver with focus and attention to detail in a fast-paced environment with minimal supervision
- Ability to prioritize customer service and willingness to serve as a representative to the organization requiring a calm, professional, outgoing disposition
- Knowledge of and passion for the performing arts, particularly classical music
- Very strong computer skills, including experience working in Google Workspace, MS Office, and database software
- Bachelor's degree or higher
- Energy, availability, and willingness to work long hours for the festival period of July and August, as well as evenings, odd hours, and weekends as needed for special events and meetings throughout the year
- Proof of full COVID19 vaccination is required

### Hours

Full-time, Monday through Friday with extensive evening, weekend, and odd hours from mid-July to mid-August annually. Occasional evening and weekend hours throughout the year for off-season concerts, special events, and meetings.

### Compensation

Competitive salary commensurate with qualifications and experience. Excellent benefits package including retirement plan with generous employer contributions, comprehensive group health plans for employees and their families, and many other perks and benefits.

### To Apply

Please send a résumé and cover letter, in a single pdf, to:

Daphne Wong, Director of Artistic Operations

Music@Menlo

50 Valparaiso Avenue

Atherton, CA 94027

daphne@musicatmenlo.org

### About Music@Menlo

Founded in 2003 by artistic directors David Finckel and Wu Han, Music@Menlo brings many of the world's leading classical musicians to the Bay Area each summer for a three-week festival, with public concerts, lectures, and a major training institute for emerging and preprofessional musicians. In addition to the festival and institute activities concentrated in the summer, Music@Menlo also offers a series of year-round events and activities. All of the festival's programming provides an array of opportunities for audiences to connect with classical music in a learning-rich environment. While Music@Menlo largely functions as an independent organization, legally it is a program of Menlo School, an independent, coeducational college preparatory day school located in Atherton, CA. Please learn more at [www.musicatmenlo.org](http://www.musicatmenlo.org).