

SEATTLE CHAMBER MUSIC SOCIETY

James Ehnes, artistic director

Position Announcement:

Director of Operations

Date posted: May 30, 2022

Application deadline: June 20, 2022; screening begins as applications are received

Position status: Permanent full-time salaried position

Salary: \$60,000-75,000

Reports to: Executive Director

Organization Mission and Programs

Established in 1982, the Seattle Chamber Music Society's (SCMS) mission is to foster the appreciation of chamber music in our region by presenting performances featuring world-class musicians in accessible and inviting formats, with an emphasis on developing a broad-based sustainable audience through education and community outreach. Each year SCMS presents world-renowned musicians in fresh, exciting and spontaneous ensemble performances of traditional, contemporary and seldom-heard chamber music repertoire. The *Summer Festival* presents twelve main series concerts in July and the *Winter Festival* presents six concerts over two weekends in January, all at Benaroya Hall's Nordstrom Recital Hall. World-renowned violinist James Ehnes serves as the artistic director of SCMS.

In November 2021, SCMS will officially open the Center for Chamber Music. Located at the corner of Sixth and Union in the heart of downtown Seattle, the Center will offer year-round concerts and events and serves as the administrative offices.

SCMS offers community engagement programs for adults, youth and the community at large to make world-class music accessible to everyone. As part of its commitment to contemporary chamber music, SCMS commissions a new chamber music piece each year, supported by its Commissioning Club of individual donors.

In addition to its superlative performances by some of the most recognized musicians in the world, SCMS distinguishes itself by delivering the highest quality customer service possible.

Position

The Seattle Chamber Music Society seeks an innovative, experienced, and creative partner for the open position of Director of Operations. The Director of Operations is responsible for managing streaming and on-demand content, including the mechanisms with which this content is viewed and consumed. The position is also responsible for office IT needs, venue and equipment rentals, and daily operational tasks. This important role acts as a CRM administrator, IT troubleshooter, and facilities manager, as assists the marketing team with the creation of digital materials when necessary.

This is a full-time staff position. The Director of Operations is expected to attend evening and weekend events.

Principal Duties

Concert and Event Operations

- Manage/Develop/Implement technology for all online and streamed programs
- Coordinate event production and logistics for in-person and virtual SCMS activities, including:
 - Winter and Summer Festivals
 - Events/concerts in the Center for Chamber Music
 - Fundraising events
 - Events in public spaces, including summer park events and outreach
 - Internal events such as board, staff, and committee meetings, and annual retreats
 - Additional programming as it is developed
- Collaborate with Director of Education & Community Engagement Programs to hire seasonal staff
- Manage load-in/load out, lobby displays, and other Festival operations in coordination with Benaroya Hall staff (the venue for Winter and Summer Festival concerts)

Administrative/IT Operations

- Maintain and update office systems, equipment, and records.
- Website Maintenance, including WordPress updates, automation, and domain/hosting/security contracts and renewals
- Oversee IT/Tech contracts and vendors, such as Microsoft & Vimeo
- Technology purchasing and maintenance, including copiers, computers, tablets, and credit card machines
- Annual IT audit

Additional Duties

- Assist marketing team in creation of digital materials

- Assist team in capturing video content
- Other duties as assigned

Preferred Qualifications

- Minimum of 3-5 years of experience in concert production or a related field
- Knowledge of audio/video production and streaming platforms
- Familiarity with day-to-day office-based IT tasks
- Knowledge and love of chamber music
- Experience in Salesforce/PatronManager a plus

Compensation and Benefits

- Salary range: \$60,000-\$75,000
- Health, dental and vision insurance
- SEP plan contributions
- Vacation and sick leave

Application

To apply, email john@seattlechambermusic.org with a cover letter and resume and include "Director of Operations" in the subject line.

The Seattle Chamber Music Society is an equal opportunity employer. SCMS does not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation or military status.