

SEATTLE
CHAMBER
MUSIC
SOCIETY

Operations Manager

Application Deadline: September 21 or until position is filled.

Position status: Permanent full-time salaried position

Salary: \$55,000-\$65,000 with benefits

The Seattle Chamber Music Society seeks an innovative, experienced, and creative partner for the open position of Operations Manager. The Operations Manager is responsible for virtual and in-person event logistics, daily operations, technology, venue rentals, and scheduling for the Seattle Chamber Music Society (SCMS). This important role acts as a CRM administrator, IT troubleshooter, and facilities manager.

Concert and Event Operations:

- 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
- Manage/Develop/Implement technology for all online and streamed programs
- Work with the Director of Education and Community Engagement Programs and Director of Marketing and Communications to hire seasonal staff

Administrative/IT Operations

- Maintain and update office systems, equipment and records
- Serve as Salesforce Administrator with PatronManager integration
- Website Maintenance, including WordPress updates, automation and domain/hosting/security contracts and renewals
- Oversee IT/Tech contracts and vendors, such as Microsoft and Vimeo
- Technology purchasing and maintenance, including copiers, computers, tables and credit card machines
- Annual IT audit

Facility Management

- Develop and manage venue rental policies and procedures at the Center for Chamber Music
- Manage Center scheduling with the Executive Director and Artistic Director
- Maintain paper and digital files: retention, storage and destruction
- Manage facility maintenance and act as liaison for building owners
- Manage phone and internet systems, in conjunction with vendors and IT contractors
- Oversee the SCMS music library collection
- Maintain office supplies

Additional Duties

- Board relations: take meeting minutes, schedule meetings and maintain board records/documents
- Organize program notes material for each festival
- Sell program book advertisement space
- Other duties as assigned

Preferred Qualifications:

- A minimum of 3-5 years of experience working with an arts organization
- 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: \$55,000-\$65,000, depending on experience
Health, dental and vision insurance
SEP plan contributions
Vacation and sick leave

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