

OREGON SYMPHONY

JOB DESCRIPTION

Vice President/Senior Director of Operations & General Manager

EXEMPT STATUS:	SALARIED (EXEMPT)
REMOTE HYBRID ELIGIBLE:	YES
DEPARTMENT:	OPERATIONS
REPORTS TO:	PRESIDENT & CEO
DIRECT REPORTS:	4
EFFECTIVE/LAST UPDATED:	APRIL 7, 2026

POSITION SUMMARY:

The Vice President/Senior Director of Operations & General Manager ensures the seamless integration of artistic vision and operational execution across all orchestra activities. This role translates organizational strategy into high-functioning, compliant, and financially sustainable operations, enabling the Oregon Symphony to deliver performances and programs at the highest level. As a senior leader, the VP/SD & GM aligns musicians, staff, and external partners around shared goals while safeguarding the organization's operational integrity, labor relationships, and long-term sustainability.

The final level of the placement (Vice President vs. Senior Director) will be based on a number of factors, including the depth and breadth of the finalist candidate(s).

ESSENTIAL DUTIES & RESPONSIBILITIES:

Strategic & Organizational Leadership

- Partner with the President/CEO and senior leadership to shape and execute organizational strategy, with a focus on operations, orchestra personnel, and long-term sustainability.
- Provide strategic guidance on policy, labor, and operational matters.
- Represent Operations in board meetings, communicating priorities, risks, and progress.
- Lead long-range and annual planning processes, including development and oversight of the orchestra calendar across all programs and departments.

Operations & Production Oversight

- Oversee the planning and execution of all orchestra activities, ensuring artistic excellence and operational consistency across concerts, rehearsals, tours, recordings, and community programs.
- Ensure compliance with safety, accessibility, and contractual requirements in all performance and rehearsal environments.
- Lead execution of electronic media projects (e.g., recordings, broadcasts) in partnership with Artistic leadership.
- Provide operational planning and execution of all Oregon Symphony programs, supporting the realization of artistic programming across Classical, Popular, Presentations, Education/Community Engagement, and external partnerships.

Labor Relations & Workforce Management

- Oversee musician personnel strategy and processes in partnership with the Music Director and Director of Orchestra Personnel, including auditions, hiring, and contract administration.

- Foster strong relationships with musicians, stagehands, and their respective union representatives; maintain regular communication to address concerns, build trust, and support effective collaboration.
- Lead negotiation, administration, and consistent interpretation of collective bargaining agreements, including those governing musicians and stagehands, ensuring compliance across all operations.
- Resolve complex personnel, contractual, and labor-related issues in collaboration with Orchestra Personnel leadership, Production leadership, and Human Resources.
- Ensure appropriate working conditions for all represented groups in alignment with applicable collective bargaining agreements and safety standards.

Financial & Operational Management

- Lead budgeting and forecasting for orchestra operations and programs; monitor financial performance and ensure alignment with organizational goals.
- Oversee operational resource allocation to balance artistic priorities with financial sustainability.
- Ensure effective coordination across departments to support efficient planning and execution of all activities.

Team Leadership, Culture & External Partnerships

- Lead, develop, and evaluate operations, production, and library staff; establish clear priorities and accountability.
- Support staff development, succession planning, and a high-performing team culture aligned with organizational values.
- Build and maintain relationships with external partners, including venues, contractors, and community organizations.
- Advance organizational commitments to diversity, equity, inclusion, and accessibility across operations and partnerships.

QUALIFICATIONS:

- Bachelor's degree required; advanced degree preferred. Minimum of 8 years of related experience, with a focus on arts management, orchestral operations, or a related field.
- Proficiency in OPAS database software and advanced Microsoft Office skills. Experience with project management tools is a plus.
- Exceptional organizational, communication, and problem-solving skills.
- Experience with union negotiations and a deep understanding of orchestral repertoire preferred.
- Demonstrates diplomacy, leadership, and emotional intelligence; Strong commitment to collaboration and the ability to motivate diverse teams.

OREGON SYMPHONY CORE COMPETENCIES:

These values reflect how we expect all employees to show up in their work, collaborate with others, and contribute to the Oregon Symphony's mission and culture.

Uncommonly Collaborative - Demonstrates openness, respect, and accountability in working with others. Seeks input, communicates clearly, brings the right people into conversations, and contributes to solutions that support collective success.

Universally Welcoming - Engages with curiosity and empathy, values diverse perspectives, adapts communication and approach as needed, and contributes to a workplace and audience experience that is accessible, inclusive, and welcoming.

Uncompromising Quality - Takes pride in craftsmanship, prepares thoroughly, follows through on commitments, and maintains high standards while exercising sound judgment and learning from feedback.

Courageously Innovative - Challenges the status quo constructively, experiments thoughtfully, learns from experience, and seeks better ways to serve the organization, its artists, and its audiences.

Cultural Accountability - Models the symphony's values through daily actions, treats others with professionalism and kindness, communicates thoughtfully, and takes ownership for personal impact on the organization and its culture.

WORK ENVIRONMENT

This position is currently following a hybrid work model with 2-3 days per week in the office. While this position is primarily office-based, occasional travel and evening/weekend work is required.

This job description outlines the primary responsibilities of the position but is not an exhaustive list. The employee may be asked to perform additional duties as necessary to support organizational goals.