

OREGON SYMPHONY

JOB DESCRIPTION

Artistic Planning Coordinator

EXEMPT STATUS:	HOURLY (NON-EXEMPT)
REMOTE HYBRID ELIGIBLE:	NO
DEPARTMENT:	PROGRAMMING
REPORTS TO:	ASSISTANT DIRECTOR OF ARTISTIC PLANNING
DIRECT REPORTS:	0
MARKET GRADE:	13
EFFECTIVE/LAST UPDATED:	JUNE 01, 2026

POSITION SUMMARY:

The Artistic Coordinator supports the Oregon Symphony's Artistic Planning Department, coordinating the logistics and administrative details that enable successful guest artist engagements for Classical and Popular Programming. Working closely with Artistic, Operations, and other cross-departmental teams, this role ensures that artist services, schedules, and communications are accurate, timely, and well-coordinated, contributing to an exemplary experience for all artistic guests and the consistent delivery of high-quality performances.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Artist Services

- In collaboration with Assistant Director of Artistic Planning, ensure that logistics and servicing requirements for all guest artists, conductors, and composers are accurate and provided in a timely manner, including:
 - Arranging travel, lodging, transportation, hospitality, and entertainment.
 - Creating, maintaining, and distributing detailed itineraries.
 - Managing ticket requests, artist badges, and backstage access.
 - Setting, refreshing, and clearing dressing rooms as needed.
- In collaboration with Operations & Artistic Planning teams, participate in production advance meetings with artist/tour managers when relevant.
- Maintain backstage hospitality supplies and amenities including artist supply closet, road cases, and runout box.
- Attend rehearsals, concerts, and other related events, providing on-the-ground support and participating in artistic duty rotation as assigned.

Artistic Planning Administrative Support

- Assist with inputting, updating, and maintaining artist, manager, composer, repertoire, and other programming information in OPAS.
- Assist with sourcing, verifying, and proofing artistic information for internal and external use.

- Maintain departmental files, calendars, and systems to support efficient operations.
- Assist with research, meeting preparation, and general administrative support for the Artistic Planning team.
- Provide additional project and administrative support as needed.

QUALIFICATIONS:

- Bachelor's degree preferred with 1–2 years of relevant experience (or equivalent combination of education and experience).
- Strong organizational skills with exceptional attention to detail and ability to manage multiple priorities.
- Interest in and familiarity with classical music, orchestral repertoire, or the performing arts industry.
- Proficiency in Microsoft Office (Excel, Word, Outlook); experience with OPAS or similar systems preferred.
- Excellent interpersonal and communication skills, with the ability to work effectively with a wide range of personalities.
- Ability to remain flexible, resourceful, and composed in a fast-paced, deadline-driven environment.

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 primarily performed onsite and requires regular evening, weekend, and holiday work in alignment with the Symphony's performance schedule. The role also includes travel to venues and performance locations as needed to support rehearsals, concerts, and related events.

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.