



<b>POSITION:</b>	General Manager
<b>REPORTS TO:</b>	Executive Director
<b>POSITION TYPE/SCHEDULE:</b>	Exempt, Full Time. Includes frequent nights and weekends.
<b>SUPERVISES:</b>	Artistic, Operations, Education Staff (With Director Support)
<b>COMPENSATION:</b>	Annual Salary Range: \$70,000 - \$75,000
<b>BENEFITS:</b>	
<b>Health Insurance:</b>	100% of premium paid by employer for employee. Dependents: Employee funded
<b>Dental Insurance:</b>	Employee funded.
<b>Term Life and Long Term Disability Insurance:</b>	100% of premium paid by employer for employee.
<b>403(b) Plan:</b>	Employees eligible to participate (employer does not presently provide matching contribution)
<b>Leave:</b>	13 days paid holiday leave  12 days paid personal leave plus accrual of 0.5 additional day for each year of continuous service up to a maximum of 19.5 days  12 days paid health and wellness leave

The General Manager (GM), in this new executive team role with the LPO, is tasked with providing strategic guidance and execution over the LPO's organizational goals surrounding programming, performance operations, and learning initiatives. The GM provides leadership and strategic direction to the teams who manage the artistic, education, community engagement, production, and orchestra operations functions of the Orchestra as they collectively work to invigorate the art form and concert experience, broaden, and deepen community relationships, embrace social consciousness, and achieve fiscal and organizational strength. This individual will provide advice and support to the LPO's Music Director, Executive Director, and Committees to advance their work. This individual will be an innovative collaborator and leader with a passion for orchestras and has a demonstrated ability to manage complex projects and motivate both internally and externally.

## **KEY RESPONSIBILITIES**

### **Artistic Programming & Operations**

- In partnership with Artistic Leadership and Programming Committees, develop, create, and implement successful artistic programs.
- Collaborate with the committees in the selection of guest artists, guest conductors, performing groups, and programs to support the orchestra's artistic objectives.
- Serve as key strategic person for creative problem solving with an emphasis on maximizing use of Orchestra services, alternative revenue streams, and innovative program design to capture new and emerging audiences.
- Negotiate contracts for all guest artists with budget parameters as approved by the Board.
- Cultivate and maintain positive working relationships with artists and artist managements.
- Continually search for and identify top-level artists, conductors, composers, program concepts, and other ideas to keep LPO programming artistically fresh, innovative, and in touch with the tastes of new and existing LPO audiences.
- Oversee preparation of and monitor budgets for artistic planning, concert productions, orchestra maintenance and stage crews.
- Responsible for supervision of the Orchestra and Production Staff to ensure the highest professional level of orchestra, educational and chorus programs.
- Work closely with the Music Director, Director of Production, Personnel Manager, and Librarian to ensure that the musician's working conditions create an environment conducive to artistic excellence.
- Establish and maintain relationships with performance venues.

### **Education & Community Engagement**

- In partnership with Director of Education & Community Engagement and the Education Committee:
  - Develop and implement orchestra programs geared toward various young audiences.
  - Coordinate all Educational activities to achieve organizational Education goals.
  - Design and implement strategies for program growth including advisement of recruitment and visibility campaigns and strategies within the community; development of program strategy and curriculum, as well as cross-site integration opportunities; and oversight of onsite planning and production of concerts and performances.
- Work collaboratively with development and production staff in the creation of educational initiatives including those designed to elicit external funding, in the planning of programs to implement those initiatives, and in the assessment of the effectiveness of these programs.
- Cultivate and maintain relationships within the community, including but not limited to establishing open communications between community and civic partners, parents, surrounding school districts and public officials.

## **NECESSARY SKILLS, EXPERIENCE, AND QUALIFICATIONS**

- Bachelor's Degree in Music or Arts Administration required. Master's degree strongly preferred.
- 5-7 years of orchestral industry and programming experience.
- Formal musical and business training or equivalent experience. Extensive knowledge of classical music repertoire, and/or knowledge of the Performing Arts or Entertainment Industries
- Excellent communication skills.

- Experience with contracts and artist managers.
- Experience supervising and managing complex projects.
- Solid experience in preparing, forecasting, and analyzing artistic costs.
- Experience working in community settings with a track record of achieving shared goals and successful program execution with multiple stakeholders and agendas.

#### Physical Requirements:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Work is normally performed in a typical interior/office work environment. The employee frequently is required to remain in a stationary position, often standing or sitting for prolonged periods.
- While performing the duties of this job, the employee is regularly required to communicate, listen, and observe. Specifically, the employee must be able to communicate clearly on the telephone with others.
- Position may require the employee to ascend and/or descend ladders, stairs, ramps, and the like.
- High stress, fast-paced environment with a high volume of work to be completed daily.
- Limited physical effort required or exposure to physical risk. However, must be able to lift 15 pounds at times.

### **DESIRABLE SKILLS, EXPERIENCE, AND QUALIFICATIONS**

- Previous work in a non-profit setting
- Background or personal experience working in the Performing Arts
- Special Event Production
- Project Management

### **APPLICATIONS**

Please submit a cover letter and resume that describes your interest and qualifications for the position. Additionally, please submit the names and contact information of three professional references. Email to [anwar.nasir@lpomusic.com](mailto:anwar.nasir@lpomusic.com) with the subject line General Manager Search.

All applications will be treated as confidential. References will not be contacted without applicant's knowledge. For priority consideration, please submit application materials by June 15, 2023.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. The Louisiana Philharmonic Orchestra provide equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, marital status, genetic information, or any other protected classification.