



JOB POSTING

Orchestra Operations Assistant

POSTING DATE: *November 18, 2024*
REPORTS TO: *Director of Education and Community Engagement*
STATUS: *Full-time, on-site*

Would you like to be a part of a tight-knit, creative and dynamic team that makes amazing live musical experiences? The Kansas City Symphony is seeking high-energy, motivated candidates for the new full-time role of Orchestra Operations Assistant.

The Orchestra Operations Assistant is responsible for supporting the Operations Team at the Kansas City Symphony. The position provides the opportunity to work in a wide range of areas supporting one of America's leading performing ensembles. In this role you will be interfacing with world-renowned performing artists, getting to know the nationally auditioned core of full-time musicians who make up the orchestra, and working alongside brilliant specialists in the field of live event production.

This is anything but a standard office job. Your "office" on a given day could be the historic Shirley Bush Helzberg Symphony House or the orchestra's world-class performance home at the Kauffman Center for the Performing Arts. It could be working alongside our team to put on one of Kansas City's greatest events, the Kansas City Symphony Celebration at the Station, or it could be traveling with the orchestra's innovative Mobile Music Box to beautiful parks all around greater Kansas City.

This position offers an extraordinary opportunity to get hands-on experience in producing live entertainment, within the field of the performing arts. The Symphony regularly works with top talent across a broad range of genres. For example, in just the last few months, the Symphony has worked alongside hip hop legend Tech N9ne, cellist Yo Yo Ma, and Broadway and television superstar Kristen Chenoweth, to name but a few.

The essential duties and responsibilities of this role include the following:

- Support on-site concerts and rehearsals with the orchestra, working along side specialties including production, orchestra personnel, artists, and music education.
- Play an active role in activating audience experiences in the lobby, such as for the new, social *Symphonic Piazza* series.
- Assist the Director of Education and Community Engagement with deploying the Mobile Music Box. Support educational programs in the Kauffman Center and beyond.
- Support the administration of the Symphony's innovative Community Connections Initiative, where musicians create their own performance and education opportunities all over greater Kansas City.
- Aid in artists' arrangements and hospitality, including assisting with transportation, lodging, dressing room assignments and amenities and other needs as required.
- Facilitate the flow of candidates orchestra auditions.
- Other duties as assigned.

This position requires a bachelor's degree and strong ability to communicate verbally and in writing. The ideal candidate should be a team player and self-starter, able to see opportunities to help and jump in to support and uplift others. They should be curious, open minded, and hungry to learn. A strong work ethic and scheduling flexibility is paramount, as the position frequently requires evenings and weekends. Strong English language skills are required. Physical requirements include the ability to stand for extended periods of time, lift 35 pounds without assistance, and navigate stairs and uneven terrain.

The position is available immediately. This is a full-time position paying a \$40,000 - \$42,000 salary plus a tremendous benefits package. To apply, email a cover letter and resume to Stephanie Brimhall, Director of Education and Community Engagement, at sbrimhall@kcsymphony.org.

The Kansas City Symphony is an Equal Opportunity Employer. We encourage applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, disability, or veteran status.