

## Position available: Artistic Operations and Production Manager

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The Drummondville Symphony Orchestra (OSD) has been performing, disseminating and promoting orchestral masterworks and new music since 1991. The OSD is a professional organization based in Drummondville, with activities extending across the Centre-du-Québec region. In addition to its regular concert series, the OSD offers an education outreach program and presents chamber music concerts, special events and private performances.

The OSD is the largest professional music organization in the Centre-du-Québec region and one of 45 professional orchestras active on Canada's classical music scene. The organization is housed in Drummondville's Maison des arts Desjardins, where the orchestra performs in the 950-seat capacity concert hall.

Reporting to the Executive Director, the Artistic Operations and Production Manager is responsible for planning, organizing and coordinating all logistical aspects of the concert production schedule. He/she also ensures that grant applications are prepared and submitted to public institutions so that the organization can fulfil its mission and complete projects. The position holder works in close collaboration with the Artistic Director and the Personnel Manager.

### **Responsibilities – human resources:**

- ✓ Draft procedures (Excel) and time frames for all tasks and associated logistics for all productions
- ✓ Working with the artistic director, hire ensembles for corporate events
- ✓ Working with the artistic director, hire all soloists and guest artists, prepare and ensure compliance with contracts
- ✓ Manage the audition process (reserve rooms and equipment, draft the audition announcement)
- ✓ Attend all orchestra rehearsals and concerts to ensure they run smoothly

### **Responsibilities – material resources:**

- ✓ Visit and reserve concert and rehearsal halls
- ✓ Negotiate prices with suppliers according to budgetary allocation
- ✓ Monitor and update orchestra rehearsal and performance schedules
- ✓ Establish and update the technical requirements for each concert; adapt and produce the stage set-up; oversee technicians according to stage plot, requests from the artistic director and other needs
- ✓ Manage material and equipment, replacing as needed
- ✓ Arrange accommodations and room assignments for the musicians, guest artists and conductor
  
- ✓ Organize the transportation of equipment and instruments, oversee stage set up and tear down (technical and orchestra) at each venue, as well as equipment storage
- ✓ Liaise with the Artistic Director, the production team and the technical team
- ✓ Assist the Artistic Director with program planning, making sure it remains within the budgetary framework

- ✓ Sit on the programming committee in order to ensure logistics planning for all productions to take place during the season

#### **Responsibilities – financial resources:**

- Prepare a detailed budget for each season, monitoring and updating it regularly (forecast and actual), and assist with the preparation of an annual budget per project.
- Explain any variances in the budget
- Prepare operating and project-based grant applications (government funding), gather all required materials, submit progress reports (Word and EXCEL, CADAC, etc.)
- Pay the UDA and Quebec Musician's Union fees, draft SOCAN reports
- Perform other job-related duties as assigned

#### **JOB DETAILS**

- Permanent: 28 hours a week (work schedule may vary depending on needs)
- Schedule: the position requires flexibility and availability based on the productions/events
- Location: 175 Ringuet St., Drummondville, Quebec

#### **QUALIFICATIONS**

- Solid work experience with a professional performing arts group or similar experience
- Bachelor's degree or equivalent with musical training or knowledge of classical music
- Strong work organization and negotiation skills
- Proficiency in Microsoft Office suite and artistic planning tools
- Excellent French writing skills, bilingual in French and English
- Ability to capitalize on opportunities
- Reliable, dynamic, dedicated, diplomatic and creative

Please submit your curriculum vitae and letter of interest to [d.pepin@osdrummondville.com](mailto:d.pepin@osdrummondville.com). Deadline: Friday, October 2nd, 5 p.m.

Please note that only candidates selected for interviews will be contacted.