

Sarasota Concert Association

Operations Manager

Background:

The Sarasota Concert Association, celebrating its 82nd season, presents world-renowned orchestras, chamber ensembles and recitalists in concerts throughout the Sarasota region, including 5 Great Performers Series concerts, 4 free Music Matinees, Special Event concerts, and fundraising events. The concerts take place in Sarasota at Van Wezel Performing Arts Hall, Sarasota Opera House, Riverview Performing Arts Center, and St Andrew United Church of Christ.

This full-time, salaried position reports to the Executive Director and also works as a team with the Marketing and Communications Manager. Office hours are Monday – Friday from 9 am – 5 pm and staff is also required to be at concerts and receptions. The office is located downtown on N. Tamiami Trail.

Job Duties and Responsibilities:

Accounting and Operations:

- Manage payment of invoices, including coding of invoices and forwarding them to the accounting firm that creates checks for payment.
- Manage phone service support with Verizon
- Keep storage unit organized and reorder supplies as needed
- Set up Board meetings and Committee meetings in person or on Zoom
- Manage all Board meetings and timely preparation print materials as needed for Board meetings

Development:

- Manage donations and send acknowledgement letters for contributions
- Write grant proposals and research potential prospects
- Create support materials for donor and subscriber events, send invitations to donors, arrange music and catering for events.
- Manage and develop fundraising initiatives, from Giving Tuesday, to end of year solicitations.

Marketing:

- Coordinate with Marketing and Communications Manager in sales campaigns
- Distribute rack cards around Sarasota
- Coordinate SCA presence at Farmers Markets, arts events, etc.

Concert Operations:

- Manage artist arrangements before arrival and at rehearsals/performances
- Coordinate delivery of stage décor as needed, piano rentals and delivery for concerts
- Participate in putting together components of the program book and manage delivery to venues
- Arrange for food/dinners backstage for orchestra musicians as needed
- Manage SCA's free Music Matinee Series including coordination with the artists and venue.

Other duties as assigned**Benefits:**

- 3 weeks paid vacation
- 9 paid holidays (as specified in Employee Handbook)
- 5 annual sick days

Qualifications:

- 2-3 years in a position with similar responsibilities
- Experienced in all aspects of Microsoft 365, especially Word and Excel
- Excellent writing, proofreading and communications skills
- Very organized and ability to juggle various responsibilities
- Knowledge of classical music a plus

To Apply:

- Send resume and cover letter to Info@SCAsarasota.org