



Position Opening: Artistic Operations Manager

Organization

Apollo's Fire, the Cleveland Baroque Orchestra, has been hailed as "one of America's leading baroque orchestras," (Boston Globe). Now in its 16th season, the ensemble performs a series of 5-6 subscription programs with multiple performances of each program in venues throughout the region, as well as summer countryside concerts in rustic venues. Performing on period instruments under the leadership of Music Director Jeannette Sorrell, the ensemble has been praised for its "personality and temperament" (NY Times) and has toured throughout North America. AF has released 13 commercial CD recordings and has had numerous national broadcasts on NPR, Canada's CBC, Britain's BBC, and the European Broadcasting Union. The AF musicians are a select pool of period-instrument specialists drawn from across North America and Europe. Plans are currently developing for international touring and international broadcasts. AF maintains a suite of offices at the historic Rockefeller Building in Cleveland Heights. The organization has a Board of 24 and an administration of three full-time and five part-time staff members.

Job Description

The Artistic Operations Manager is responsible for the smooth operation of all Apollo's Fire performance programs, both locally and on tour. He/she focuses on two areas:

- (a) Artistic Administration – booking and contracting musicians and guest artists under the direction of the Music Director; negotiating guest artist fees; preparing concert budgets for each program and musicians' payroll after each project; analyzing potential touring expenses and preparing fee quotes for presenters based on the repertoire and personnel of each program; supplying program information, bios, and personnel lists to the AF graphic designer and to touring presenters; coordinating radio recording for local, national and international broadcasts; and assisting with contract negotiations in collaboration with the Musicians' Representative and the Music Director.

- (b) Artistic Operations - arranging travel, accommodations and ground transportation for musicians and guest artists (this includes many regular members of the ensemble who do not live in Cleveland); preparing and distributing per diem allowances; coordinating production logistics with each venue (locally and on tour); attending a portion of each rehearsal and making brief logistical announcements; arranging all tour logistics (travel, hotels, etc.), and preparing the tour itinerary booklet for musicians. In some cases the AOM may be asked to travel with the musicians on tour.

Salary

\$36,000-42,000, commensurate with experience. This is a full-time position with health-care benefits and optional 403(b) plan.

Qualifications

- An orchestral background in performance or production; previous arts management experience is strongly preferred.
- Excellent interpersonal skills, both orally and in writing;
- Facility with Excel spreadsheets and budgeting with complex variables;
- A high level of professionalism, accuracy and attention to detail;
- A passion for the arts and dedication to high artistic standards
- A car and valid driver's license are required.

To apply

Please send resume, cover letter, and names of current references by April 30 to:

Heather Zweifel, Director of Artistic Operations & Finance

Email hzweifel@apollosfire.org

Apollo's Fire Baroque Orchestra

3091 Mayfield Rd., Suite 217

Cleveland Heights, OH 44118

Telephone 216.320.0012 * www.apollosfire.org