



POSITION DESCRIPTION: DIRECTOR OF OPERATIONS

OVERVIEW

The Chamber Music Society of Palm Beach (CMSPB) is seeking an entrepreneurial, organized, and highly motivated Director of Program Operations. This full-time role will ensure production of concerts and events at the highest level, engaging educational programs, and impactful community engagement activities. Working closely with the Executive Director and Artistic Director, you'll have the opportunity to contribute to a rapidly growing organization and influence the cultural landscape of the community.

The ideal candidate will have 3-5 years or more of experience in a classical music production and/or operations role and be comfortable leading work across a broad range of performing arts management areas, including working closely with many of the world's most preeminent classical musicians. The position will fit best for those who have demonstrated the ability to drive projects and tasks to timely completion, can anticipate and solve problems, lead teams, and bring creativity, adaptability, strong communication skills, organization, attention to detail, and the ability to effectively self-manage.

Work Location:

Duties of the position require that successful candidate must reside in or relocate to West Palm Beach, FL or the immediate area.

CMSPB partners to produce the Boscobel Chamber Music Festival which requires this position to be in residence in Garrison, NY for approximately two weeks in early September, at the expense of the company.

Schedule and Compensation:

Position is Full-time, exempt with additional evening and weekend hours required to support concerts, meetings, and special events.

Compensation offers a salary range of \$65,000–\$75,000, plus benefits, including health insurance reimbursement and retirement savings plan with company contribution.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Artistic Administration

- Support Artistic Director for Palm Beach concert season and Boscobel Festival, including calendar management, researching and securing venues, producing and distributing artist contracts, securing concert and event production vendors.
- Liaise with guest artists and managers, coordinating the contract process, providing information, developing itineraries, and responding to guest artist requests.
- Coordinate guest artist travel schedule, ground transportation and lodging and arrange for onsite hospitality. Oversee setup of backstage green room in accordance with technical riders.

- Gather program book content and coordinate program layout and printing with graphic designer and other vendors.

Concert and Event Production

- Lead day-of-event team in ensuring production of all events (concerts, rehearsals, festivals, and special events) runs smoothly, and effectively.
- Administer all concert production activities, including facility and equipment rental, staging requirements, venue parking, and other logistical arrangements.
- Ensure execution stage production and event operations for all concerts and live events ensuring they run on time and all stage and front-of-house production elements are set including security, parking, and other venue logistics.
- Collaborate with Artistic Director on video and audio recording projects including archival and broadcast recordings.
- Coordinate all elements of pre/post-concert patron events including catering arrangements, venue rentals, event setups, signage, and other elements as needed.
- Manage the procurement of necessary supplies, licenses, permits, equipment, and independent vendor services for operational purposes.

Education & Community Engagement

- Assess opportunities for community impact and collaborate with Artistic Director in developing programs to meet community needs and preferences.
- Serve as representative to Palm Beach County and south Florida community organizations, developing and maintaining strategic relationships and partnerships to develop CMSPB's impact on the community.
- Serve as liaison to area educators to grow CMSPB's presence and impact in schools and among the music education community.
- Schedule and support school and community outreach activities in coordination with area educators, community partners, Artistic Director, and guest artists.

Administrative and Finance Support

- Make expense entries for production and education related expenditures.
- Review invoices, submit payment requests, and file invoices for future reference.

Desired Skills and Experience

- Strong organizational and communication skills and attention to detail, with ability to work independently, problem-solve, and prioritize multiple projects and activities.
- Preferred three years or more of relevant professional work experience in classical music operations/production, music education, classical music community engagement.
- Strong interpersonal skills and the ability to effectively interface with a range of personalities and constituents, including patrons, donors, board members, contracted staff and consultants.
- Must be able to work some evenings and occasional weekends as required.
- Must drive a car to be used for work in order to effectively meet the needs of the position.
- Ability to occasionally lift up to 50 pounds.

How to Apply:

Email resume and a brief cover letter to careers@cmspb.org, with the subject line: Director of Operations

ABOUT CMSPB

The Chamber Music Society of Palm Beach (CMSPB) brings sublime chamber music to the heart of Palm Beach County, enthraling audiences with performances that both captivate and educate. Our legacy, built since 2013, includes over 150 remarkable artists gracing our stages — from the eminent Emerson String Quartet, to the virtuosity of acclaimed violinists James Ehnes and Pinchas Zukerman, and pianists Anne-Marie McDermott and Inon Barnatan, alongside esteemed colleagues from across the international classical music scene.

Artistic Director Arnaud Sussmann, a violinist of international acclaim, has been pivotal in expanding CMSPB's mission. Under his guidance, the organization has grown its artistic and educational programming, amplifying its reach and connecting with audiences across the region, nation and the globe. His tenure reflects a fusing of artistic excellence with a profound dedication to the local and international music community.

CMSPB's educational endeavors are at the forefront of the organization, providing local students access to the finest artists and teachers in the world through inspiring and educational masterclasses and intimate in-school performances. Through our educational programs we continue to kindle the flame of creativity in young minds, cultivating the artists and audiences of tomorrow. Our partnerships with esteemed educational institutions affirm our powerful effect on students in our community and its potential for student achievement and personal growth.

Today, the Chamber Music Society of Palm Beach continues to be a leader in musical artistry and educational impact, connecting people across our community with the transformative power of chamber music.