

January 2025

JOB POSTING
INDIANAPOLIS CHAMBER ORCHESTRA

JOB TITLE: Operations & Engagements Coordinator
REPORTS TO: Executive Director & Music Director
Location: Indianapolis, IN
Position Type: Full-time, Exempt
Compensation: \$43,000-\$45,000 with health insurance, partial dental, PTO, and retirement plan with employer match

About the ICO:

The Indianapolis Chamber Orchestra uses the transformative power of music to cultivate expansive connections, spark creativity, enrich lives, and strengthen the vibrant arts community in Indianapolis and beyond. Inspiring hearts, minds, and community through intimate, welcoming performances of classical masterpieces and innovative new works, educational programs, and artistic collaborations. This position combines artistic collaboration with operational excellence to support the orchestra's mission and alignment with the ICO's DEI vision and strategic plan.

About this Position:

The Operations & Engagements Coordinator for the Indianapolis Chamber Orchestra ensures seamless scheduling, planning, and production of all orchestra-related events. This role involves coordinating with various teams, maintaining financial responsibility, and upholding contractual agreements while fostering positive relationships between orchestra members, management, and external stakeholders. This position will be part of highly dedicated and organized team that celebrates successes both professional and personal.

Key Responsibilities:

- 1. Concert Production:**
 - Oversee planning, logistics, and administration of concerts, education programs, and community engagement performances.
 - Coordinate with staff, artists, and partners to ensure smooth operations and execution.
- 2. Orchestra Personnel & Union Relations:**
 - Ensure compliance with collective bargaining agreements and other union contracts.
 - Manage personnel needs, working conditions, and foster positive relations with the orchestra.
- 3. Administrative Duties:**
 - Develop and monitor production budgets while maintaining artistic integrity.
 - Oversee procurement, inventory, and long-term planning with executive leadership.
- 4. Streaming/Broadcast/Audio Management:**
 - Coordinate scheduling and production for audio/video content, streaming, and podcasts.
 - Liaise with partners, artistic leadership, and engineers for recording sessions.
- 5. Education Programs:**
 - Lead educational initiatives, including field trip concerts and after-school programs.

6. **Music Library Management:**

- Procure, maintain, and facilitate music materials for orchestra performances.
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What we're looking for:

Skills & Attributes:

- Strong organizational and logistical management with attention to detail
- Strong knowledge of Microsoft 365 and Google Drive.
- Ability to prioritize and plan upcoming needs, often working on multiple projects/timelines simultaneously.
- Excellent communication and teamwork skills.
- Availability to work occasional evenings and weekends during concert cycles.
- Candidate must be able to transport or coordinate transportation of equipment (music stands, sound shields, etc.) and carry/lift 20lbs on a limited basis.

Strongest Candidates

- Knowledge of basic audio editing and streaming services and a willingness to learn and build skills
- Demonstrated ability and desire to learn and grow in the position as the ICO continues to grow.
- Knowledge of orchestra operations and experience with contracts.

What you'll experience:

- **Professional Growth:** Collaborate with seasoned leaders, gain hands-on experience, and develop skills to advance your career.
- **Exciting Opportunities:** Participate in concerts productions, flex your creative muscles, interact with talented local and international artists and musicians, collaborate with leading Indianapolis arts organizations, connect with leaders and build valuable professional relationships.
- **Dynamic Work Environment:** Join an energetic and supportive team where your ideas are encouraged, and your contributions make an impact.

The Indianapolis Chamber Orchestra is an equal opportunity employer. We are committed to providing an inclusive, welcoming, and positive environment for all members of our community. We comply with all applicable federal, state, and local laws governing non-discrimination in employment. We encourage candidates of all backgrounds to apply and strive to foster a culture of diversity, equity, inclusion, and respect.