



LOUISIANA PHILHARMONIC
ORCHESTRA
CARLOS MIGUEL PRIETO, MUSIC DIRECTOR

Position Announcement

Director of Artistic Programming
Louisiana Philharmonic Orchestra
New Orleans, Louisiana

The Louisiana Philharmonic Orchestra welcomes nominations and applications for the position of Director of Artistic Programming.

Louisiana Philharmonic Orchestra (lpomusic.com)

The Louisiana Philharmonic Orchestra (LPO) transforms people and communities through music by performing ambitious, inspiring concerts; educating young people and adults; engaging with diverse regions, neighborhoods, and audiences; connecting through various mediums and venues; and contributing to the cultural richness of our home.

Formed in 1991, the LPO is the only full-time musician-governed and collaboratively-operated orchestra in the United States and the only full-time professional orchestra in the state of Louisiana. The LPO is dedicated to maintaining live orchestral music and a full-scale symphonic orchestra as an integral part of the culture and educational life of the New Orleans area, the state of Louisiana, and the entire Gulf South region. The orchestra is committed to creativity and innovation toward a fine artistic product; extraordinary audience experiences; unique governance shared between musicians and community stakeholders; responsible financial decision-making; and recognition and rewards that attract and retain high-quality talent.

The LPO offers a full 36-week season with more than 100 performances, including classics, light classics, pops, education, family, park, and community engagement concerts in New Orleans and across a multi-parish area. In addition, the LPO provides orchestral support for other cultural and performing arts organizations, including New Orleans Opera Association, New Orleans Vocal Arts Chorale, New Orleans Ballet Association and Delta Festival Ballet. The LPO's education and community engagement work encompasses partnerships with K-12 education institutions, Louisiana universities, and communities in the twelve-parish area. LPO musicians, many with graduate degrees, provide tenured and adjunct music faculty for area universities, offer private instruction, and mentor students in the Greater New Orleans Youth Orchestra.

Now in its 28th season, the LPO is a Group 3 orchestra with a budget of \$6 million serving an annual audience of approximately 60,000 in one of the most culturally vibrant cities in the nation.

In his 13th season as LPO Music Director and Principal Conductor, Carlos Miguel Prieto is an exciting and insightful communicator renowned for his charismatic presence on the conductor's podium and his versatile command of various composers and styles.

The LPO is governed by a Board of Trustees comprising 43 members (12 musicians, 26 community members, and five ex-officio representatives) elected by the musicians and has a full-time administrative staff of 17.

The Opportunity

The LPO's Director of Artistic Programming will join a dynamic team of talented and dedicated professional orchestra administrators whose work makes possible performances, education programs, and community engagement activities of the highest quality. The LPO is based in New Orleans, Louisiana; one of the world's most fascinating cities. Steeped in a history of influences from Europe, the Caribbean, Africa, and beyond, it's a brilliant mosaic of culture, food, and music. The New Orleans metropolitan area had an estimated population of 1,268,883 in 2016 and was the 46th largest in the United States.

The Position

POSITION:	Director of Artistic Programming
REPORTS TO:	Chief Executive Officer
SUPPORTS:	Music Director and Principal Conductor
SUPERVISES:	Orchestra Librarian, Artistic Coordinator, and Intern(s)
POSITION TYPE:	Exempt
SCHEDULE:	Full-time Weeks: 52 Part-time Weeks: 0 Evening and weekend work required
SALARY AND WAGES:	Full-time Weeks: \$1,218.84 Part-time Weeks: N/A Annual Salary: \$63,379.66
BENEFITS:	
Health Insurance:	Full-time Weeks: 100% of premium paid by employer for employee Part-time Weeks: Pro-rated percentage of premium paid by employer for employee commensurate with part-time schedule Dependents: Employee funded
Dental Insurance:	Employee funded
Term Life and Long Term Disability Insurance:	100% of premium paid by employer for employee
403(b) Plan:	Employees eligible to participate (employer does not presently provide matching contribution)
Leave:	13 days paid holiday leave

19.5 days paid personal leave plus accrual of 0.5 additional day for each year of continuous service up to a maximum of 26 days
13 days paid health and wellness leave
13 days remote work option

Parking: Provided by employer

Position Summary: The Director of Artistic Programming (DAP) is charged with leading and integrating the functions of LPO musicians, artistic leadership, and staff associated with the programming and development of artistic projects. At the heart of the DAP's role and duties is a focus on innovation and rapid prototyping. In partnership with the Chief Executive Officer, the DAP also cultivates new and existing strategic collaborations with government, corporate, and allied non-profit organizations as related to artistic projects:

- **Department Director**
 - In collaboration with the Director of Education and Community Engagement and in support of the Chief Executive Officer, serve as an ex-officio non-voting member of the Board of Trustees Program Development Committee.
 - Partnering with the other Department Directors and the Chief Executive Officer, fulfill a leadership role in determining the LPO's strategic direction through organizational planning processes.
 - As the head of an administrative department, recruit, direct, develop, and evaluate a staff that is adept at executing the day-to-day competencies needed to fulfill departmental responsibilities.
 - Participate in LPO performances and events; represent the LPO at other civic and cultural events, as appropriate.
 - Create a departmental budget as part of the LPO's annual budgeting process; review and update corresponding data in interim financial reports, including the Year End Projection (YEP).
 - Assist other departments as needed.
 - Actively engage staff, musicians, Trustees, and volunteers consistent with the LPO's collaborative model.
 - Represent the LPO in a manner that demonstrates the highest standards of professionalism and ethical conduct.
 - Perform other functions as assigned by the Chief Executive Officer.
- **Artistic Programming:**
 - Serve as a partner to the LPO's staff and committees in developing new project concepts and plans to support and guide the institution's vision. Through constructive relationships, exceptional organizational skills, and considerable persistence, the DAP is jointly responsible for effectively translating this vision into action.
 - In collaboration with the Artistic Programming Committee, annually facilitate the process of designing and implementing musical programs to support a highly compelling concert season. Ensure that artistic plans can be implemented within the approved budget; monitor performance against budget and recommend corrections as needed.
 - Collaboratively develop, maintain, and communicate the organization's master artistic plan and calendar for current and future seasons. Recommend program

themes, tie-ins to civic events, and potential collaborations with other arts, cultural and community organizations.

- Handle and/or manage staff responsible for all aspects of the engagement of guest artists, including: fee and contract negotiations; rehearsal schedules; travel arrangements; and on-site hospitality. The DAP manages the process of securing visas for artists who are citizens of foreign countries as required.
- Oversee all aspects involved in the commissioning of new artistic works, including: contract negotiations, production deadlines, copying, performance rights, and delivery of materials.
- Ensure the accuracy of program information included in all print and electronic media. The DAP is responsible for the timely communication of program information and details to audience development, communications, philanthropy, and other staff. In addition, the DAP coordinates the translation, preparation and use of any text needed for program notes, supertitles, or other live performance, media, or marketing applications.
- Attend at least one performance of each program created by the Artistic Programming Committee, additional performances as designated in the department directors concert duty schedule, and some rehearsals, both as a critical listener and a representative of the organization.
- Ensure that LPO program plans are consistent with the terms and conditions of the LPO's collective bargaining agreement, operating rules and procedures, and media agreements.
- **Strategic Collaborations:**
 - Develop and expand existing artistic relationships with current partners, including:
 - Delta Festival Ballet
 - The Historic New Orleans Collection
 - New Orleans Opera Association
 - School of Design
 - Field requests from potential presenters and actively seek new fee-generating performance opportunities.

Position Requirements:

- Bachelor's Degree in music required; Master's Degree in arts administration, performance, or musicology a strong plus.
- Deep knowledge of orchestral, operatic, and chamber repertoire and artists.
- Minimum of three years of senior arts management experience in an organization of similar or larger size, or equivalent experience in a related field.
- Outstanding oral and written communications skills.
- Ability to use various computer applications including proficiency in the use of Microsoft Office. Significant experience with OPAS and Microsoft Excel preferred.
- Smart phone, laptop, and automobile required.

Applications

Please submit a cover letter that describes your interest and qualifications for the position. Send with a résumé and the names of three professional references.

All applications will be treated as confidential. References will not be contacted without applicant's knowledge. Electronic submissions are preferred. (*MS Word or Adobe Acrobat attachments only, please.*)

Email: employment@lpomusic.com Subject Line: Search – Director of Artistic Programming

For priority consideration, please submit application materials by June 21, 2019.

LPO provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, marital status, genetic information, or any other protected classification.