MISSISSIPPI SYMPHONY ORCHESTRA

Associate Manager of Operations & Programs

Jackson, Mississippi

Reports to: Executive Director

The Mississippi Symphony Orchestra seeks an organized, collaborative professional to support concert operations, educational programming, and community performances. This position works closely with the Operations Manager and program leaders to deliver well-coordinated events and develop dependable operational systems.

Job Expectations

- Manage assigned events and projects, tracking deadlines, vendor needs, staffing, and production readiness.
- Maintain a shared operational calendar and coordinate schedules across concerts, education programs, and the Mississippi Youth Symphony Orchestra.
- Support education and youth orchestra activities through facility arrangements, travel logistics, event preparation, and volunteer coordination.
- Coordinate service requirements and calendar details with the Personnel Manager, who retains responsibility for musician scheduling.
- Prepare program cost estimates, track production expenses, and follow approved budgets and purchasing procedures.
- Document production procedures, venue requirements, vendor contacts, and annual planning processes.
- Develop working knowledge of the orchestra's collective bargaining agreement and direct contractual questions to the appropriate staff.
- Participate in a structured development process to prepare for increased operations leadership responsibilities over approximately three years. Advancement will depend on demonstrated readiness and organizational needs.
- Be available for rehearsals, performances, and program activities, including evenings and weekends as scheduled.
- Seek and secure revenue producing performance opportunities, especially for MSO ensembles.

Required Experience and Qualifications

- Relevant experience in concert production, performing arts operations, event management, or program coordination.
- Understanding of rehearsal and performance environments and the practical needs of musicians, guest artists, and production teams.
- Demonstrated ability to manage multiple deadlines, resolve logistical challenges, and follow projects through completion.
- Experience coordinating with venues, vendors, staff, volunteers, or community partners.
- Ability to prepare cost estimates, monitor expenses, and maintain accurate records.
- Proficiency with spreadsheets, shared calendars, and standard office software.
- Clear communication, sound judgment, and a collaborative approach.

Experience with orchestras, music education, youth programs, or collective bargaining agreements is especially valuable.

Experience in performing arts organizations, education programs, or grant-supported nonprofits is required.

Compensation and Office Expectations
Compensation will be based on relevant experience and qualifications. Regular office hours are maintained at the MSO corporate office, with additional visits to schools and event venues required. No employee benefits are provided.

Applicants should submit cover letter and resume to:
Mississippi Symphony Orchestra
Attn: Janet Reihle
jlreihle@msorchestra.com
125 S. Congress Street, Ste 100, Jackson, MS 39201