

THE CHICAGO SYMPHONY ORCHESTRA ASSOCIATION

JOB DESCRIPTION

TITLE: Manager of Audio Media and Audio-Visual Operations

FLSA STATUS: Exempt

DEPARTMENT: Operations

GENERAL SUMMARY

Direct internal and external operations for CSO Resound, the CSO Radio series, and other audio needs of the CSO. Plan and manage the production schedule and finances for CSO Resound, and provide strategic planning for the brand. Oversee production of the CSO Radio series, audio-media and audio-visual needs for the Media Portal, and lead special recording projects requested by outside parties. Perform audio/video interviews with guest artists, conductors, and CSO musicians to enhance broadcast programs and Media Portal content. Negotiate audio and media agreements with artists, labor unions, and outside vendors. Liaise with audio engineer on audio-recording quality of broadcasts, record releases, and other audio media.

Perform ad hoc analysis for special audio and audio-visual media projects and new initiatives. Calculate and maintain cross-departmental budgets and provide regular reporting.

Create score call guide and call camera cues for audio-visual recording of CSO Main and other concerts, including audio-visual recording for Marketing and Public Relations purposes, and call cues.

PRINCIPAL DUTIES AND RESPONSIBILITIES

CSO Resound

1. Manage and execute production schedule across CSOA departments for multiple CSO Resound releases simultaneously.
 - a. Develop supporting materials for CSO Resound releases, in collaboration with Marketing & Sales and Public Relations departments; manage implementation of marketing, advertising, and PR plans.
 - b. Coordinate recording of CSO concerts for CSO Resound release with external providers (e.g., producers, engineers), CSO stagehands, and relevant staff (e.g., director of orchestra personnel).
2. Develop and maintain budgets for CSO Resound releases and general label expenses.
3. Develop and implement release schedule in collaboration with Joint Media Committee.
4. Negotiate contracts with CSO Resound producers, artists, and labor unions.
5. Serve as principal contact for CSO Resound's key external providers, including manufacturing, distribution, production, in order to ensure strong working relationships.
6. Track sales reporting and communicate global sales with CSO Joint Media Committee. Process invoices for CSO Resound, including royalty statements and payments to conductors and guest artists. Maintain centralized filing for invoices related to CSO Resound. Manage CSO Resound inventory with Symphony Store manager and Finance department.

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7. Negotiate recording fees and mechanical royalties with music publishers, and prepare mechanical royalty statements for CSO Resound releases. With Orchestra Librarians, identify works' copyright status.
8. Serve as primary contact for CSO internal requests related to CSO Resound.

CSO Radio / Media Portal

9. Develop budgets for CSO Radio series and revise as needed.
10. Oversee CSO Radio series, working with external Radio Producer and Vice President for Operations to ensure Radio scripts reflect CSO priorities. Schedule and record Radio interviews with guest conductors, soloists, and CSO musicians with Radio Producer, and conduct interviews not done by producer. Review each Radio program before released for broadcast.
11. Develop quarterly listings for the CSO Radio series.
12. For the Media Portal, create web pages for each Radio program and Resound release – edit full programs into single musical works and movements, select artwork, and write web copy describing each program and release.
13. Work with Digital Content Editor to ensure CSO audio used for maximum visibility on Media Portal.
14. Process radio payments for Music Director as required by contract.

Special Projects / Integrated Media Agreement / General

14. Serve as primary contact for audio and audio-visual recording requests from CSOA departments, and for outside requests for licensing CSO material for release or new use. Share timelines and recommendations for these requests with Joint Media Committee as needed. Implement plans and oversee any contracts with third parties.
15. Serve as primary staff contact for compliance with Integrated Media Agreement.
16. Serve as intellectual-property contact for CSO staff. Understand and communicate relevant copyright laws for use of CSO-owned media by third parties, and use of third-party media in CSO projects (i.e., using copyrighted music in web videos, promotional materials, etc.).
17. Develop agenda and coordinate meetings of the Joint Media Committee; oversee follow-up on meeting agenda items.
18. Additional duties as assigned.

Audio-Visual Recording

19. Study scores for camera cues for CSO Main audio-visual recording.
20. Create score call guide.
21. Attend rehearsals and concerts and call cues for all audio-visual recordings, including partial and full-concert sessions.

Orchestra and Facility Operations

1. Serve as Operations liaison for the VSP/Family Concert series. Coordinate production needs and rehearsal schedules with Institute staff, stagehands, and artistic partners.
2. Create cue script for Once Upon a Symphony concerts and cue all tech rehearsals and concerts for OUAS.

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CSOA is an equal opportunity employer where all qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, or national or ethnic origin. We value diversity and inclusion and seek to build and maintain a community and culture that celebrates and values diverse backgrounds, identities, and perspectives. We consider equivalent combinations of experience and education for jobs, and all candidates who believe they possess equivalent experience and education are encouraged to apply.

REPORTING RELATIONSHIPS

1. Reports to Vice President for Operations.
2. Works closely with Director of Operations, Director of Facilities, Chief Financial Officer, and Director of Budget, Planning and Analysis.
3. Other contacts include: Orchestra Members, CSO Trustees, keyboard technicians and providers, outside contractors, and volunteers.
4. Supervises Audio Engineer and Operations Intern

KNOWLEDGE, SKILLS, AND EXPERIENCE REQUIRED

1. Formal education (minimum of Bachelor's degree or equivalent experience). Experience in the music recording industry, operations, and financial planning strongly preferred.
2. Excellent communication (written and verbal), project and time management, organizational skills. Excellent attention to detail. Ability to research and data mine, and manage financial information.
3. Ability to work cooperatively with a wide range of internal and external constituents. Previous work experience in an office setting preferred.
4. Excellent computer skills: word processing (Word), spreadsheet (Excel), presentation (Powerpoint, Keynote), communication (Outlook) required. Proficiency in database (Access) and CRM (Tessitura), financial analysis and budgeting (Cognos, Forecaster), and iOS software preferred.
5. Ability to handle confidential information.
6. Excellent budgeting and financial reporting skills.
7. Facility with writing and interpreting contracts.

WORKING CONDITIONS

Pleasant office environment.