



JOB POSTING ARTISTIC ADMINISTRATOR

POSTING DATE: *January 26, 2024*
REPORTS TO: *President & CEO, working directly in support of the Music Director*
SUPERVISES: *KCS Chorus leadership, Assistant Conductors, artistic support staff*

The Kansas City Symphony is seeking candidates for the new full-time role of Artistic Administrator. The Artistic Administrator performs all of the artistic administration work for the Kansas City Symphony's broad range of classical music offerings.

Reporting to President & CEO Danny Beckley and in direct support of Music Director Matthias Pintscher, the Artistic Administrator is tasked with leading artistic planning and concert experience for classical-focused offerings including both traditional subscription concerts and other orchestral offerings, including multiple new products. Additionally, the Artistic Administrator will strategically oversee and lead offerings in chamber music and other formats.

Specific duties and responsibilities of the Artistic Administrator cover concerts related to classical music only. The Kansas City Symphony provides a broad range of non-classical offerings such as pops, film, and specials across a growing range of genres from Broadway to hip hop. This role is responsible for the classical part of our concert portfolio, including the following:

Current classical-focused concert portfolio

Orchestral

- 14 programs and 35 performances of traditional format, 2 to 2 ½ hours in length
- 7 single-performance programs of a one-act format, followed by social-artistic elements outside of the concert hall
- Up to 4 single-performance programs of a single work, with highly theatrical/live event approach
- One weekend of Messiah performances annually
- Opening week music festival, 4-6 short performances of orchestral and chamber music, along with a highly theatrical performance in a non-traditional space
- Symphony Ball
- Educational and some family programs

Chamber music and other

- Single-performance programs of an intimate non-traditional nature, curated by Music Director and guest artist, and performed with KCS musicians
- Happy Hour concerts, programmed in collaboration with KCS musicians
- Mobile Music Box concerts, programmed in collaboration with KCS musicians and staff in support of specific engagement strategy
- Lecture-recitals and various speaking events

Within the above concert portfolio, lead and execute according to the following duties and responsibilities:

Music Director Support: Meet and correspond regularly with the Music Director on matters of artistic planning, performance review, listening to and assessing the orchestra, guest conductors, and guest artists in rehearsal and performance. Represent and liaise with the Music Director where appropriate in various staff meetings to facilitate interdepartmental functions.

Audience Experience and Engagement: Actively support the creative direction and innovation of the Music Director and CEO, collaborating closely with the senior leadership team around ongoing enhancement to the audience experience. Share accountability for growing the desirability of classical music through continual creativity and innovation.

Guest Artists and Conductors: Identify, solicit, negotiate with and secure guest artists and guest conductors to perform with the Kansas City Symphony, as well as solo and chamber appearances presented by the KCS. Stay well attuned to the happenings and engagements of artists and conductors in the United States and internationally. Oversee the process of securing artist visas as necessary.

Composers: Stay attuned to the work of living composers within the artistic direction of the Music Director, and identify opportunities for commissions, co-commissions, and new additions to the repertoire in keeping with the orchestra's artistic profile and ambition. Negotiate and secure commissions and co-commissions with composers and with other orchestras.

Artistic Stewardship: Attend rehearsals and performances of classical programs, engaging with the Music Director, guest artists, and guest conductors throughout their work with the orchestra on a given week. Critically listen to the orchestra and provide feedback to those people and to the Music Director and CEO on both artistic strengths and opportunities for improvement. Play a supporting role to the Music Director and CEO in helping to continually grow and shape the orchestra's artistic abilities.

Education, Mobile Music Box, and community-focused programs: In addition to the primary classical series, and in very close collaboration with the Director of Education and Community Engagement, lead artistic programming of various programs in accordance with educational outcomes and directly supporting audience development strategy.

The ideal candidate will have:

- At least 10 years of experience in classical music artistic planning, preferably with a professional symphony orchestra.
- Deep knowledge of the orchestral repertoire, both of the core repertoire and of new and old works that are not in the symphonic canon.
- Strong established network with artists, conductors, artist managers, and other artistic administrators in peer orchestras.
- Ability to thoughtfully challenge and inspire confidence in orchestra musicians, conductors, and guest artists.
- Demonstrated success in fee negotiations and securing world-class musicians with other orchestras.
- Experience and demonstrated artistic success in working with a unionized orchestra.
- Superb communication skills through writing and speaking.

The position is available immediately, ideally to begin in mid-2024. Full-time residence in Kansas City is required.

To apply, email a cover letter and resume to Executive Assistant AJ Harbison at ajharbison@kcsymphony.org, addressed to Danny Beckley, President & CEO.

The Kansas City Symphony is an Equal Opportunity Employer. We encourage applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, disability, or veteran status.