

WISCONSIN CHAMBER ORCHESTRA

Operations Manager | Opportunity Profile | October 2025

Position Summary

Wisconsin Chamber Orchestra (WCO) seeks an Operations Manager to support the production and logistics of performances, rehearsals, and events. Working with the Director of Personnel and Operations, this role coordinates stage setups, manages equipment and instrument inventories, assists guest artists, and helps ensure smooth, efficient event operations.

Ideal candidates are organized, detail-oriented, and collaborative, with at least two years of operations or event support experience and a passion for the performing arts. This is a full-time salaried exempt position with a full benefits package available. The WCO is an equal employment opportunity (EEO) agency; all are encouraged to apply

Benefits

- Full-time salaried exempt position
- Salary range: \$45,000 - \$50,000
- Health and dental benefits
- 401k retirement plan
- Paid holidays, vacation, sick time
- Leadership development opportunities
- Flexible working environment
- Paid Parking
- Laptop for office use

Responsibilities

Operations

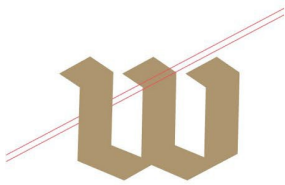
- Stage & Venue Management
 - Creates accurate stage and deck plots based of instrumentation and orchestra size
 - Assists with stage set up in collaboration with IATSE and other venue partners
 - Ensure backstage areas are equipped with necessary amenities in compliance with the CBA
 - Collaborate with Venue staff to maintain safe, well-lit, and organized backstage facilities with clear pathways
 - Collaborates with Director of Personnel and Operations, venue crew, and musicians to fix any working condition issues that arise.
 - Ensure that guest artists have all necessary amenities
 - Assist with site visits and venue walkthroughs to ensure conditions meet CBA requirements
 - Ensure that storage rooms are organized and free of clutter
- Operations Administration
 - Keep accurate inventory records of equipment and instruments
 - Keep accurate records of musician equipment preferences
 - Assist in maintaining the master season calendar
 - Develops knowledge and understanding of the Collective Bargaining Agreement
 - Manage tracking and distributing of parking passes for the Fiore Building
 - Supports DoPO in managing operations/services calendar

WISCONSIN CHAMBER ORCHESTRA

321 E Main Street | Madison, WI 53703

608.257.0638

wcoconcerts.org



- Equipment Management
 - Monitor, inventory, and coordinate maintenance/repair of WCO owned instruments and equipment with DoPO
 - Transfer music equipment and instruments safely to outside venues as needed, using a box truck when needed
 - Coordinate instrument rentals based on production needs
- Guest Artists
 - Assists with guest artist travel and production logistics, helping to prepare itineraries, travel, and accommodations
- Rehearsals/Concerts
 - Share responsibility of attending all rehearsals and concerts with DoPO
 - Addresses and documents musician feedback and will work to resolve any issues in collaboration with DoPO
 - Addresses any possible production/venue issues and works with DoPO to fix them before musicians arrive
 - Assist with concert production needs, like stage changes, entrances and exits etc.

Who You Are

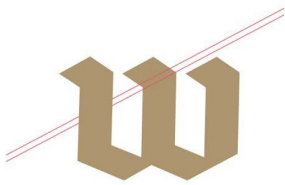
- At least 2 years of experience in an operations support role
- Experience working in the arts preferred but not required
- Knowledge of orchestral performance practices, repertoire, and ability to read music is a plus
- Clearly and effectively conveys information and actively listens to others.
- Is thorough, organized and pays close attention to detail.
- Identifies issues and devises effective solutions.
- Adjusts positively to changing circumstances and shifting priorities
- A passion for our mission and the transformative power of music
- Ability to work collaboratively as part of a team.
- Excellent organizational, time management communication skills.
- Ability to work independently, take initiative, and be a part of a vibrant team.
- Proficiency with Microsoft Office Suite, Adobe Acrobat, Photoshop, Sibelius/Finale/Dorico.
- Must be able to lift up to 50 lbs.
- Must maintain a clean driving record and a driver's license
- Able to drive non-CDL automatic 26' straight truck in diverse conditions

Who We Are

No other arts organization in Wisconsin performs free for more people each year.

Founded in 1960, the orchestra is built on a foundation of quality musicianship with top-tier musicians. As a smaller ensemble, we're able to showcase music at an intimate level, providing attendees with a unique experience. Under the direction of Maestro Andrew Sewell, we make classical music accessible to our community from concert halls to Madison's Capitol Square, reaching over 250,000 music lovers annually.

We are driven in our mission to strengthen communities through innovative, high-quality artistic experiences that entertain, inspire, and unite diverse audiences. And we're passionate about creating a sustainable future through our strategic plan.



Our core artistic programs include the four-decade tradition of Concerts on the Square®, the Masterworks series at the Overture Center for the Arts, annual performances of Handel's *Messiah*, educational programming and concerts for families and children that serve over 2000 youth each year and performing with local arts groups like Madison Ballet. In 2023, the WCO launched the Composer Collective series with a five-year, five-album project titled *Musical Landscapes in Color* with the goal of expanding the orchestral canon to include new works by living composers of color.

We strive to create a vibrant and inclusive space where music creates a sense of togetherness and connection, and that's why we're relentless about finding new ways to collaborate and partner with local groups in our community.

As a member of the League of American Orchestras, we take our commitment to Diversity, Equity, and Inclusion seriously. Working with Nehemiah, Inc. through the Catalyst Incubator Grant, our goal is to become a cultural ambassador to Madison while creating relationships that allow for authentic conversation, partnerships, and accessibility to musical experiences.

While headquartered in Madison, we believe in extending our mission to communities across Wisconsin when there are opportunities to do so. To learn more visit wcoconcerts.org.

Why Should You Work Here?

We put people first. With an ongoing nod to the history of classical music, we aren't afraid to push forward into the future and new norms while respecting tradition. While this statement is about programming, it translates directly to our culture with staff, musicians, and volunteers. We know that when we allow our people **agency** and flexibility in the workplace, we get the best productivity, innovation, and engagement from all members of our team, allowing us to take our work to new heights and have fun along the way. Our passion for the mission and focus on excellence is what sets us apart on stage and in the community and we let the work speak for itself. While we take our work very seriously, we try to not take ourselves too seriously. We create with purpose, we play with intent, and we perform with passion. Why? Because we believe it's possible to inspire a better, **inclusive** community through music and we want you to be part of that with us.

TO APPLY

[Click here to fill out the online application.](#) For best consideration, apply by November 14th, 2025 Applications will be accepted until the position is filled.

If you have questions about the application process or cannot fill out the online application due to a disability or system problem, please contact Cody Schreer, Director of Personnel and Operations at codyschreer@wcoconcerts.org.