Strings Music Festival
Operations Director

Organization

Strings Music Festival presents innovative programs of distinctive classical and popular contemporary music to the surrounding community of Steamboat Springs, Colorado and its visitors. Our intimate and friendly setting attracts people of all ages and backgrounds, and we enhance the cultural, educational, and entertainment experiences of our audience. No other organization brings world-class musicians to Northwest Colorado, creating the opportunities of a large city in a rural culture.

The summer festival season, now in its 35th year, features popular contemporary music, classical programs, youth and family concerts, and free community programs. Outside of the summer, Strings provides concerts as well as Strings School Days, a youth music education program. Strings Music Festival hosts over 100 events yearly, reaching over 24,000 audience members, and provides more than half of events at no cost. The festival's annual budget is $3 million.

Position: Operations Director
This position is full-time, year-round, and is located in Steamboat Springs, Colorado.

Key Accountabilities

- Increase organizational efficiency and effectiveness through strong leadership of staff members
- Ensure that all initiatives support the organization's mission and strategic plan
- Ensure smooth business and facility operations by maintaining strong vendor relationships

Roles & Responsibilities

Increase organizational efficiency and effectiveness through strong leadership of staff members

- Recruit, hire, support, develop, monitor, evaluate, and motivate technical, house, office, and event staff members, and track staffing budgets
- Directly supervise Operations Manager, part-time staff/crew, and seasonal staff/crew
- Ensure seamless communication between departments and staff
- Continually evaluate effectiveness of organization's systems, policies, and procedures
- Develop tools and trainings to expand the professional capacity of the team
- Oversee logistical planning and producing of events
- Oversee special projects as needed and coordinate staff responsibilities and deadlines

Ensure that all organizational initiatives support the organization's mission and strategic plan

- Maximize resources to best reach organizational goals
- Develop operating objectives, monitor, and exercise action to achieve goals
- Assist in preparation, administration, and tracking of the annual budget
- Develop, track, and manage budgets for capital equipment
- Provide leadership and direction in developing short- and long-range plans and gather, interpret, and prepare data for studies, reports, and recommendations

Ensure smooth business and facility operations by maintaining strong vendor relationships

- Develop, track, and manage budgets for vendor services
- Oversee the delivery of Food & Beverage with Audience Services Manager
- Oversee the daily operations, management, and maintenance of the Pavilion and Campus, and facilitate key vendor relationships

Perform additional duties as assigned

Experience & Qualifications

- A Bachelor's degree from an accredited university or college
- 10+ years of professional work experience OR combination of education and experience
- Proven leadership ability and teamwork skills
- Excellent interpersonal communication skills (written and verbal)
- Strong organizational and computer skills
- Ability to integrate into a highly collaborative small Strings staff
- Strong problem-solving and critical thinking skills
- Detail-oriented and meticulous thinker
- Self-starter and drive to take the initiative
- Ability to plan and manage six-figure budgets
- Ability to manage space in a safe manner compliant with OSHA regulations and building, safety, and fire codes
- Experience negotiating favorable terms and building relationships with vendors
- Ability to work weekends and evenings
- A practical knowledge of and passion for music and the arts

Compensation & Benefits

Salary is commensurate with experience and qualifications. Salary range is $68,000-$78,000.

Benefits include 100% premium for employees for medical, dental, and vision insurance; 401k plan with Vanguard; PTO, sick time, and paid holidays; zero-interest payment plan for Ikon pass.

How to Apply

Please send resume and three professional references to Elissa Greene, Executive Director, at jobs@stringsmusicfestival.com. No phone calls please.

Strings Music Festival is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, genetic information, age, veteran or military status, gender identity or expression, sexual orientation, marital status, parenthood, mental or physical disability, or any other basis protected by local, state, or federal laws.