



Operations Manager

Responsibilities:

- Reports at or attends Board meeting as invited or requested.
- Leads planning and scheduling of concert, tour, and event venues and dates. This includes workshops and recording sessions.
- Heads committees related to equipment and logistics.
- Consults regularly with the organization's performance committee about concerts, tours, and events.
- Responds to external requests for performances and events.

Work expectations:

- This position requires as few as 1 hour per week during a rehearsal week, but up to 10 or more hours during weeks with scheduled performances.
- While the work is mostly online, the Operations Manager is welcomed and encouraged to attend weekly rehearsals. Onsite presence is required for performance and events.
- The Operations Manager will respond to all ensemble-related communications within 72 hours.
- The Operation Manager may not serve as a voting member of the Twin Cities Bronze Board of Directors.

Length of term and compensation:

- The term of this position is August 27, 2023, through July 31, 2024.
- This position includes a stipend dependent on the organization's budget.

The Operations Manager position will be opened up publicly (i.e., for internal and external applicants) on July 10, 2023, for terms starting August 27, 2023, and ending July 31, 2024. Applicants will need to submit to the Twin Cities Bronze Board of Directors a letter of interest and resume/CV highlighting their relevant experience. The Board will select two finalists to interview.

Twin Cities Bronze recognizes and values the importance of diversity and inclusion in enriching the participatory experience of its members and in supporting the organization's mission. Twin Cities Bronze is committed to attracting and retaining employees, ensemble members, volunteers, and board members with varying identities and backgrounds.

Twin Cities Bronze provides equal access to and opportunity in its programs and employment without regard to race, ethnicity, creed, religion, national origin, gender, age, marital status, ability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression.