



Washington Bach Consort

The Nation's Premier Baroque Chorus and Orchestra
Dana Marsh, Artistic Director

Artistic Operations Manager

Full-time Staff Position

Washington Bach Consort

The Washington Bach Consort—one of the nation's premier Baroque chorus and orchestra organizations, dedicated to the study and performance of the works of J. S. Bach and his contemporaries—seeks an **Artistic Operations Manager**.

The Artistic Operations Manager oversees and coordinates all artistic operations related to the Consort's annual concert season and serves as a primary liaison between the Consort's musicians and its artistic and administrative leadership. The position reports jointly to the Artistic Director and Executive Director.

The successful candidate will be a strategic and practical thinker with strong organizational skills, able to manage complex production logistics while working collaboratively within a small, motivated administrative team.

Primary Responsibilities

- Oversee the scheduling logistics and execution of all concert-season events, including rehearsals, performances, educational outreach, and special programs, ensuring that all activities run smoothly, efficiently, and in a financially responsible manner.
- Plan and manage rehearsal and concert production logistics; attend all rehearsals and performances.
- Stage-manage dress rehearsals and performances.
- Manage the contracting of musicians and maintain and archive all related records and agreements.
- Assist in planning future seasons and managing concurrent seasons, including developing and monitoring production budgets in consultation with the Artistic Director, Executive Director, and Artistic Committee.
- Prepare and maintain musician payroll, records, and scheduling.
- Obtain, organize, and distribute all music materials to musicians on a specified timescale trajectory prior to the first rehearsal.
- Coordinate logistical arrangements with venues, contractors, guest artists, and musicians.

- Assist in planning and executing special events and ancillary programs.
 - Foster positive, professional working relationships among the Consort's musicians and artistic and administrative staff.
 - Musicians are welcome to apply, provided they are not part of the organization's existing musician hiring pool.
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Education and Experience

- Bachelor's degree required
 - Strong proficiency with Excel, Microsoft Office Suite, Outlook, and related administrative platforms
 - Excellent written, verbal, and interpersonal communication skills
 - Demonstrated ability to manage multiple projects and deadlines simultaneously
 - Proven experience developing and managing budgets
 - Background in orchestral and choral music strongly preferred, particularly historical performance
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Compensation and Status

- **Full-time position**
 - **Salary: \$50,000 to \$54,000 per year**, commensurate with experience
 - Additional hours may be required during performance weeks
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Application Process

To apply, please submit a cover letter and résumé (indicating three references) outlining your experience, qualifications, and interest in the position to info@bachconsort.org, with "*Artistic Operations Manager*" in the subject line. Applications will be reviewed on a rolling basis until the position is filled. No phone calls, please.

The Washington Bach Consort—now approaching its 49th season—is an Equal Opportunity Employer.