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# Employment

## Buffalo Philharmonic Orchestra/Kleinhans Music Hall Current Job Opening Briefs

Please submit resume and cover letter to [resume@bpo.org](mailto:resume@bpo.org) (<mailto:resume@bpo.org>), or via mail to: BPO Jobs, 786 Delaware Avenue, Buffalo, NY 14209. No phone calls, please.

Please note, all staff members of the BPO and Kleinhans Music Hall are required to be fully vaccinated.

Click on each job title to view the full job description. Check back soon for more updates.

### **BPO Special Event and Project Coordinator (FULL TIME)**

**(<https://bpo.org/wp-content/uploads/2021/09/BPO-Event-and-Special-Project-Coordinator.pdf>)**

This position manages all aspects of special events for the BPO, including the Opening Night Gala, Donor Appreciation Concert, Pops Party, fundraising and cultivation events, corporate receptions, the Recording Arts Society and other events. Additionally, they will coordinate the invitation design process, manage RSVP's, and provide general assistance within department. Attendance at events (nights and weekends) is required.

## **BPO Associate Director of Development (FULL TIME)**

**(<https://bpo.org/wp-content/uploads/2021/09/BPO-Associate-Director-of-Development-9.1.21.pdf>)**

The Associate Director of Development will provide leadership and management of the development team. The Associate Director of Development will work with staff, trustees, and volunteers to ensure the success of the BPO's annual fund, campaign, corporate and foundation relations, government relations, and major and planned giving programs. The Associate Director of Development will provide supervision and training for development staff members.

## **BPO Development Assistant (<https://bpo.org/wp-content/uploads/2021/08/Development-Assistant.pdf>)**

This position is responsible for all development data entry, prepares bank deposits, and reconciles gifts on a daily basis, provides general administrative support (phones, email, mail) for the department and oversees department mailings and social media efforts, issues acknowledgment letters, manages the development portion of the website and program book, and provides assistance at events when necessary.

## **BPO Operations Department Assistant (<https://bpo.org/wp-content/uploads/2021/08/Operations-Assistant.pdf>)**

This position assists with the coordination of guest artist logistics, concert production such as securing props, preparing dressing rooms, concert duty, and managing recording sessions, as well as general clerical support for the entire operations team (filing, invoicing, contract tracking).

## **BPO Finance Assistant**

This position will provide a range of administrative and support functions to the Finance Department and facility operations of the 786 Delaware office location; including, but not limited to journal entries, reconciliations, payables, billings and receivables, and property.

## **BPO Marketing Assistant (<https://bpo.org/wp-content/uploads/2021/09/Marketing-Assistant-Job-Description-2.pdf>)**

This position will assist the marketing department with a multitude of tasks, including coordinating the marketing project calendar (Asana); aiding with the proofing and editing process on multiple communications; social media and public relations projects; assisting with invoice processing and department credit card reconciliation; organizing photo and video files; outreach to community partners; and other duties as assigned, both in-office and during concert hours.

## **Kleinhans Building Services Coordinator (<https://bpo.org/wp-content/uploads/2021/08/KMH-Building-Services-Assistant.pdf>)**

This position assists KMH administration by maintaining and updating the calendar of events and activities; creating and distributing monthly personnel schedules; providing general office support (phones, email, mail); facilitating contracts and communication with clients and potential clients; attending events as necessary.

### **Equal Employment Opportunity Policy**

The BPO/Kleinhans provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, furlough, transfer, leaves of absence, compensation and training.

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# Auditions

## **Conductor Diversity Fellowship (<https://bpo.org/wp-content/uploads/2021/08/Conductor-Diversity-Fellowship.pdf>)**

The Buffalo Philharmonic performs 120+ concerts each season and is led by Music Director JoAnn Falletta. Under her leadership the orchestra has toured Florida three times, conducted its first international tour in 30 years, performed twice at Carnegie Hall, made 40+ recordings, won three Grammys, and is one of the most often featured orchestras on Performance Today on American Public Radio. The BPO is committed to increasing diversity, equity and inclusion within the organization and is implementing key strategies to address historical inequities within the orchestral field.

The Conductor Diversity Fellow will participate in a two-year fellowship providing a challenging and professional work experience with the Buffalo Philharmonic Orchestra. They will participate in structured training and professional development while functioning as a member of the artistic team. The Fellow will gain invaluable work experience through a scaffolded program that supports their learning and development. The successful candidate must have a thorough knowledge of orchestral repertoire along with a passion for classical music and the ability to develop imaginative programming that encourages music education for all ages. There also needs to be a strong commitment to equity, inclusion and diversity in the arts, command of the English language and the interest in expanding and building connections for the BPO within the Greater Buffalo community.

**The fellowship includes (for each of the two years):**

- \$25,000 living wage stipend
- \$10,000 housing stipend
- Medical Benefits

**RESPONSIBILITIES:**

- Conduct orchestra concerts in the regular and summer season as determined by the Orchestra. Anticipated assignments to include select Youth concerts and BPO Kids (family concerts), Pops and Rock, Run-outs, and Community Engagement programs; be available for the majority of the 38 week performance season.
- Participate in other activities as may be required of a Conductor: working with artistic and education staff on repertoire ideas; assist the Music Director, Pops Conductor and guest conductors in preparation for concerts and recordings; serve as cover conductor for the BPO's Music Director, Principal Pops Director and Guest Conductors.
- Participate in learning and development activities including but not limited to: monthly support meetings with the Vice President, Artistic & Orchestra Operations and the Vice President, Education & Community Engagement; quarterly feedback sessions with musician mentor group; regular professional development meetings with conductors (BPO and guests); attendance at annual Sphinx Connect conference, and other opportunities as appropriate.
- Work with the Vice President, Education & Community Engagement to foster a strong connection with the Buffalo Public Schools through our Side-by-Side Concert and West Side Connection and raise levels of performance and understanding in participating students through school visits and mentorship. Participate in BPO youth programming including the high school "Symphony Hall Pass" and Teaching Artists program, working directly with students in school settings.
- Participate as a member of the BPO Diversity Council and seek to advance its goals, while building and expanding partnerships with the community.

**ELIGIBILITY:**

U.S. citizens or permanent legal residents who self-identify as members of historically underrepresented groups in American orchestras, including but not limited to African-American, Hispanic, Native American, Alaska Native, Native Hawaiian, or Pacific Islander descent.

## **REQUIREMENTS:**

Conducting experience is required. Thorough in-depth knowledge of classical and popular repertoire along with formal conducting training. Some experience in artistic administration and production preferred. Successful candidates will demonstrate a commitment to including and applying diverse backgrounds and perspectives to learning, scholarship, service, and civic leadership. The Fellow must take residence in the Greater Buffalo Area.

## **APPLICATION PROCEDURE:**

### **Candidates should submit:**

- a. Current resume and cover letter
- b. Three contrasting video selections from performances within the last 12 months, showing the candidate from the orchestra's perspective, submitted as a list of links to online streams.
- c. A two-minute video introducing yourself.
- d. Contact information for five references.
- e. Three letters of recommendation (which can pull from the five references.)

### **Application materials mailed to:**

Alison Bolton, Vice President, Artistic & Orchestra Operations  
[abolton@bpo.org](mailto:abolton@bpo.org) (mailto:abolton@bpo.org), NO PHONE CALLS PLEASE

## **APPLICATION DEADLINE:**

Please submit materials by Friday, September 17, 2021

## **AUDITION PROCESS:**

Candidates must be available to audition and interview with the Buffalo Philharmonic Orchestra on November 2nd and 3rd, 2021. Up to eight semi-finalists will be invited to the audition. Semi-finalists will be notified by October 15, 2021.

*The Buffalo Philharmonic Orchestra is an equal opportunity employer and a proud partner orchestra of the National Alliance for Audition Support (NAAS).*

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(716) 885-0331

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