

## **Do you thrive on making things run smoothly behind the scenes — and believe in the power of music to educate and inspire?**

The Wichita Falls Symphony Orchestra (WFSO) is looking for a highly organized, passionate, and mission-driven individual to join our team as Director of Operations and Education.

In this role, you will be responsible for ensuring the success of our performances and educational programming. You'll manage concert logistics, build meaningful partnerships with schools and community organizations, and create opportunities for people of all ages to experience the transformative power of live orchestral music. Whether your strengths lie in detailed planning, creative problem-solving, or connecting young people to the arts — we want to hear from you. This is your chance to help shape the future of a thriving nonprofit organization rooted in musical excellence and community impact.

## **About the Wichita Falls Symphony Orchestra**

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**Our Mission:** The Wichita Falls Symphony Orchestra (WFSO) aims to promote symphonic music to enrich, educate, and entertain diverse audiences in the Texoma community through live orchestral music, educational programming, and community enrichment.

**Our History:** The WFSO was established in 1921 and reformed after World War II in 1947. For over 75 years, the WFSO has provided world-class music experiences to Texoma residents and visitors, including high-quality concert programming, music education, and community outreach.

The 2025-2026 season marks Fouad Fakhouri's ninth season as Music Director and Conductor of the WFSO. With over two decades of international credits as a conductor and composer, Maestro Fakhouri is committed to actively engaging with audiences through powerful artistic experiences.

The 2025-2026 season will open with a tribute to the cinema, as the orchestra performs well-loved movie themes from a variety of genres. Other season highlights include Saint Saëns, Dvorak and three new commissioned works by talented female composers. There are five subscription concerts, a Young People's Education concert and multiple pop-up events in the community.

The Wichita Falls Symphony Orchestra is led by a 15-member Board of Directors who play a vital role in preserving the impact and legacy of the organization. The WFSO employs 70 core musicians and has a budget of approximately \$850,000 for the fiscal year ending 2025.

### **About Wichita Falls:**

Wichita Falls, Texas, is comfortably situated in the northeastern corner of the Panhandle/Plains region of North Texas. Often described as both pleasant and comfortable, this family-friendly city offers a welcoming atmosphere. Conveniently located just two hours from two major metropolitan areas—Dallas-Fort Worth and Oklahoma City, each with populations over one million—Wichita Falls combines

small-town charm with big-city accessibility. With a population of approximately 104,553, it also serves as the county seat of Wichita County.

The historical Memorial Auditorium was constructed in 1927, a duplicate of the State Fair Music Hall in Dallas. Early entertainers Van Cliburn, Doc Severinson and BB King have graced the stage. Today, Memorial Auditorium is home to the Wichita Falls Symphony Orchestra and the Wichita Falls Ballet Theatre and plays host to entertainers of all genres. Source: <https://discoverwichitafalls.com/about-wf/>

## Job Description

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The Director of Operations and Education plays a vital leadership role in the Wichita Falls Symphony Orchestra (WFSO), overseeing concert production, orchestra operations, and educational programming. This position ensures the successful execution of performances and outreach initiatives while advancing the organization's mission through strategic collaboration, communication, and fundraising support. It reports directly to the Executive Director and works closely with the Board, Music Director, administrative staff, musicians, schools, vendors, and community stakeholders.

### Key Responsibilities

#### Education & Community Engagement

- Lead the development, coordination, and evaluation of all education and outreach programs, including the Young People's Concert; Artist-in-Residence, Master Classes, and MUSE programs; and school partnerships.
- Serve as primary liaison to WFISD, private schools, and homeschool educators.
- Develop TEKS-aligned instructional materials as needed to support Young People's Concert
- Supervise Artists-in-Residence and other program teachers.
- Maintain accurate records and performance metrics; manage education content for the WFSO website.
- Develop and manage budgets for education programs.
- Write and contribute to grant proposals and reports supporting education and community initiatives.
- Represent the WFSO at schools, community events, and speaking engagements.
- Stay informed on best practices in music education and propose innovative outreach opportunities.

#### Concert & Event Operations

- Plan and manage all production aspects for concerts, rehearsals, and special events including scheduling, venue coordination, equipment rental, staging, and technical needs.
- Collaborate with venue staff, production crews, and the personnel manager to ensure smooth operations.
- Coordinate guest artist logistics, including contractual obligations and hospitality.
- Oversee the development and production of printed concert programs and manage ad sales.
- Support the Orchestra Librarian and ensure compliance with copyright and licensing requirements, including ASCAP/BMI reporting.
- Support front-of-house logistics and volunteer coordination as needed.

## **Orchestra Administration**

- Serve as liaison between orchestra musicians and administrative staff.
- Track attendance and assist with orchestra payroll; ensure compliance with Master Agreement or union contracts.
- Maintain orchestra personnel records and manage backstage logistics during rehearsals and concerts.
- Assist the musician contractor/personnel manager with musician communication.

## **Organizational & Strategic Support**

- Assist the Executive Director in implementing board-approved goals and strategic initiatives.
- Contribute to grant writing and reporting efforts for operational, educational, and community engagement funding.
- Participate in staff, board, and committee meetings; collaborate with the full administrative team to support the orchestra's mission.

## **Desired Qualities and Skills**

The ideal candidate will be a highly organized and mission-driven individual with a passion for arts education, community engagement, and behind-the-scenes coordination. A deep belief in the transformative power of music and its role in lifelong learning is essential. As a detail-oriented planner and team collaborator, they will support artistic excellence and educational innovation through seamless logistical execution and strategic program development.

## **Other key competencies include:**

- Strategic Thinking – Ability to align operational and educational initiatives with the broader goals of the organization.
- Project Management – Skilled at handling multiple projects and deadlines with efficiency and precision.
- Relationship Building – Skilled in developing meaningful partnerships with schools, artists, and community organizations.
- Adaptability – Comfortable working in a dynamic environment with shifting needs and multiple priorities.
- Initiative – Demonstrates initiative and ownership in leading audience development initiatives.
- Leadership – Assist with employee onboarding, and HR compliance(or coordinate with a third-party HR provider/payroll service).
- Technology – Manage all current database software and keep current in new innovations and system updates.

## **Required Qualifications**

- Experience in operations management and/or educational programming.
- Proficiency in Microsoft Office, specifically Word and Excel.
- Strong communication skills, both written and verbal, with the ability to present findings and strategies effectively.
- Demonstrated experience with program coordination, logistics, or event planning.
- Passion for the WFSO's mission.

## **Preferred Qualifications**

- Bachelor's degree in arts administration, music education, fine arts, or a related field.
- Experience working in the performing arts or nonprofit sector.

- Experience writing or contributing to grant proposals, especially for operational, education, or community-focused initiatives.
- Experience with CRM databases and survey tools or willingness to learn.

### Working Conditions

- Repetitive use of keyboard at a workstation and prolonged screen time.
- Evening, weekend, and holiday work and extended working shifts is required in connection with performances and events. A compensatory time program is provided.
- Must be able to lift and transport materials or equipment weighing up to 40 pounds.

### Compensation

The WFSO provides salary in the range of \$50,000-\$60,000 with paid time off and holidays.

### Applications and Inquiries

To apply, please submit a cover letter and resume with a summary of demonstrable accomplishments (electronic submissions preferred). **If you believe that you could excel in this role, we encourage you to apply.** We are dedicated to considering a broad array of candidates, including those with a range of workplace experience and backgrounds in the performing arts and education. Whether you are returning to work after a gap in employment, looking to transition, or taking the next step in your career path, we will be glad to have your materials.

Alicia Deges, Executive Director

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Wichita Falls Symphony Orchestra

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