

ORCHESTRA PERSONNEL MANAGER JOB DESCRIPTION

JOB TITLE: Orchestra Personnel Manager

REPORTS TO: Executive Director

COMPENSATION: \$6,000/year

JOB SUMMARY: The Orchestra Personnel Manager is responsible for administering the personnel of the orchestra. This includes application of the master agreement, preparation and maintenance of payroll and other records, scheduling of musicians, hiring of substitute and extra musicians, and coordination of auditions. The Personnel Manager serves as a liaison between the conducting staff and musicians; the administrative staff and musicians; and the management and Orchestra Committee.

JOB DUTIES AND RESPONSIBILITIES:

Orchestra Personnel

- Secure from librarian instrumentation needs of each piece performed.
- Maintain select list of players suitable for hire as extras or substitutes.
- Monitor applications for substitute positions, forward applications to Music Director and section principal for review, acknowledge receipt of application and notify the musician if they have been selected for the sub list or not.
- Maintain current contact information list for all contract musicians including addresses, phone numbers and email addresses.
- Hire contract, extra and substitute musicians, consistent with orchestra's artistic standards, as necessitated by repertoire and player absences.
- Distribute and collect any additional needed forms or information from the musicians.
- Provide personnel list for concert programs.
- Provide stage map to Stage Manager for each concert.
- Distribute concert details to musicians in advance of each concert.

Rehearsals

- Provide five-minute call for rehearsals and notify conductor of the start and close of rehearsals.
- Log significant events in connection with rehearsals or concerts such as complaints, tardiness, failure to wear appropriate dress, and general deportment.
- Respond to conductor and musician requests, problems, and issues arising out of or in connection with an imminent service in a manner consistent with past practice, master agreement, and WSO standards; communicate such events to the Executive Director as soon as possible for collaboration and final approval of action to be taken.
- Coordinate changes in seating and engagement of last-minute substitutes due to unscheduled absences or tardiness.
- Make personnel announcements at rehearsals as required.

Payroll

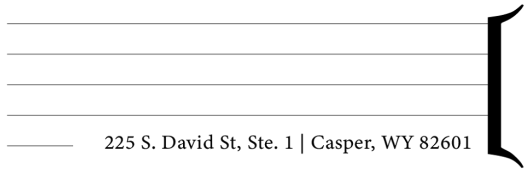
- Ensure that contract musicians, extra and substitute players receive timely and accurate compensation; track payroll variations including doubling, extra services, overtime, extra and substitute players.
- Secure all necessary signatures/paperwork for personnel to ensure timely distribution of payment; resolve all financial discrepancies with the Executive Director.
- Provide payroll worksheets to the Executive Director and the bookkeeper.

Auditions

- Coordinate the audition process for the replacement or addition of contract orchestra musicians.
- Initiate appropriate recruiting strategy such as placing ads, emailing candidates, and maintaining and updating candidate lists.
- Forward audition information to candidates.
- In cooperation with the Music Director and Executive Director, schedule auditions, consistent with past practice and the master agreement.
- Conduct actual auditions, record the results, and communicate decisions to candidates

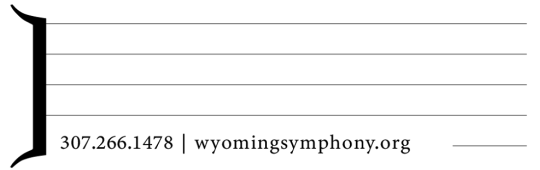
Administrative

- Adhere to financial budgeting limits prescribed in all areas of responsibility, including audition expenses, doubling fees, extra players, overtime, premium pay, etc.
- Participate in selected planning meetings regarding the negotiation of the master agreement when requested
- Assist the Executive Director regarding the interpretation of and adherence to all contracts consistent with general professional orchestra practice, WSO policy, the master agreement, and individual employment agreements



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WYOMING
SYMPHONY
ORCHESTRA
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