

JOB DESCRIPTION

Position: Orchestra Personnel Manager

Department: Artistic Operations

Reports to: General Manager

Interacts with: Artistic Administrator, Operations Manager, Librarian, Production Manager, Music Director, Musicians

Supervises: Assistant Personnel Manager

Knowledge, Skills and Abilities

- Proven--effective and efficient written and oral communications skills.
- Knowledge and/or experience with electronic media practices and their associated AFM agreements
- Superior organizational skills with attention to detail and ability to schedule priorities to maximize efficiency and institutional goals
- Ability to work under pressure, with a wide variety of personalities, exhibit patience, understanding, and a sense of humor
- Knowledge of symphonic repertoire
- Familiarity with orchestra industry practices, traditions and a working knowledge of musicians collective bargaining agreement.
- Substantial computer literacy, including all elements of the Microsoft Office Suite.

Education requirements:

Degree in music, arts administration, or related field, or equivalent professional work experience

Professional requirements:

At least 2 years experience in a similar capacity at a music or performing arts organization.

The successful candidate will have a proven track record of being able to complete multiple tasks simultaneously, of demonstrating organization and attention to detail, and of problem-solving while working under pressure with diverse personalities.

Salary:

Commensurate with experience

Description of Duties:

Administrative

- Create and maintain musician contact list
- Manage musician payroll
- Maintain substitute musician lists as prescribed by section principals and Music Director
- Hire additional and substitute musicians as needed
- Produce musician rosters for Librarian and Production Manager
- Compile musician list for program page
- Track musician service counts
- Distribute management materials to musicians
- Process musician leave requests

- Track all musician leave days used, roll over any unused days into next season
- Request and distribute checks for per diem and travel pay
- Create and distribute musician contracts
- Keep local chapter of the American Federation of Musicians updated as to contracts and musician violations
- Calculate housing needs for out of state musicians and report to General Manager
- Obtain O-1 visas for foreign musicians
- Maintain musician personnel files

Auditions

- Work with General Manager on advertisement of positions
- Assemble resumes from candidates
- Log checks for audition spots
- Work with Music Director and Librarian on audition music
- Assemble and keep informed audition committees
- Coordinate and run audition days

Opera/Subcontracted Services

- Provide rosters of musicians to other organization
- Provide musician housing and travel information for tours to Company Manager
- Provide leave request/musician replacement information to other organization
- Provide notification of professional courtesy infractions to conductors and report to General Manager
- Keep time for rehearsals and performances in conjunction with stage manager
- Create bills for Symphony services and send to Director of Finance and General Manager.

Concert/Rehearsal Duties

- Attend all services
- Take attendance
- Procure and post all rehearsal orders
- Act as official timekeeper
- Ensure compliance with the Collective Bargaining Agreement
- Inform guest conductors of rehearsal practices

Other

- Arrange and attend tenure track meetings with Music Director and probationary musicians
- Create and maintain list of ensembles for hire
- Accompany musicians on bus travel
- Attend all Staff and Production Meetings
- Keep General Manager informed on all aspects of position
- Performs other duties as needed

Contact:

Review begins immediately. Send letter of application with salary requirement, current resume, and a contact list of three references to:

Jim Bredeson, General Manager
Virginia Symphony Orchestra
861 Glenrock Road, Suite 200
Norfolk, VA 23502.

Materials may also be e-mailed to jbredeson@virginiasymphony.org