

EVANSVILLE PHILHARMONIC ORCHESTRAL CORPORATION

ORCHESTRA PERSONNEL MANAGER JOB DESCRIPTION

JOB TITLE: Orchestra Personnel Manager

REPORTS TO: Director of Operations

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 Player's 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
- Maintain current contact information list for all contract musicians including address, phone numbers and email addresses
- Hire contract, extra and substitute musicians, consistent with orchestra's artistic standards, as necessitated by repertoire and player absences
- Provide personnel list for concert programs

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, general deportment, and HVAC problems
- 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 Corporation standards; communicate such events to the Director of Operations 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

Work Climate

- Participate in selected planning meetings regarding the negotiation of the master agreement when requested
- Assist the Director of Operations regarding the interpretation of and adherence to all contracts consistent with general professional orchestra practice, Corporation policy, the master agreement, and individual employment agreements

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 Director of Finance/Executive Director
- Provide payroll worksheets to the Director of Finance

Auditions

- Coordinate the audition process for the replacement or addition of contract orchestra musicians
- Secure candidate requirements, audition schedules, and music selections from Audition Committee chairman
- Initiate appropriate recruiting strategy such as placing ads, phoning candidates, maintaining, and updating candidate lists, and providing solicitation letters
- Forward audition information to candidates
- In cooperation with the Director of Operations, schedule auditions, consistent with past practice, Audition Committee instructions, appropriate laws, management standards, and the master agreement
- Coordinate candidate schedules among the Audition Committee, Music Director, and staff
- Greet candidates and appropriately represent the Corporation
- Conduct actual auditions, record the results, and communicate decisions to candidates

Administrative

- Attend regular staff meetings and maintain a presence within the administrative offices when available
- Adhere to financial budgeting limits prescribed in all areas of responsibility, including audition expenses, doubling fees, extra players, overtime, premium pay, etc.
- Research/assist special projects as requested by the Director of Operations

This is a part time, seasonal salary position with a contract for 10 months from August to May. Pay is \$10,000 if fulfilling August through May.