



## **Orchestra Personnel Manager**

Charlotte Symphony Orchestra (CSO) is searching for an experienced Orchestra Personnel Manager for a unique and exciting opportunity.

### **About the Charlotte Symphony**

Led by internationally renowned Music Director Christopher Warren-Green, the Charlotte Symphony Orchestra is the largest performing arts organization in the region. Core programming runs from September through May and includes Classical, Pops, and Family series alongside holiday favorites, Magic of Christmas and Handel's *Messiah*. The CSO also serves as the soundtrack for the community's ballet and opera productions. As part of the CSO's commitment to the service the entire region, the CSO performs everywhere from parks and schools to senior centers and breweries. The CSO passionately believes that music, accessible to all and experienced in many forms, unifies and enriches our entire community. Project Harmony, the CSO's program for enacting social change through music, serves nearly 200 children with the fewest resources and greatest need through a free afterschool orchestra training program. This program will grow to serve more than 500 children by 2020.

### **The Position**

Reporting to the General Manager, the Orchestra Personnel Manager is responsible for the effective and efficient management and administration of all orchestra personnel activities and for maintaining a healthy and respectful day-to-day relationship between the members of the orchestra and the administration of the Charlotte Symphony Orchestra.

Specific duties include ensuring the correct administration of the terms of the Collective Bargaining Agreement as they relate to orchestra personnel management, personnel and benefit policies, and individual musician contracts. The Orchestra Personnel Manager will also plan and coordinate all auditions, act as the primary liaison between the orchestra and CSO administration, coordinate and ensure the proper implementation of leave requests and string rotation, oversee the complete scope of the audition process, and administer and manage the orchestra payroll process.

### **Candidate Profile**

Qualifications for this vital role include a minimum of two years' experience as a personnel manager of a regional orchestra or comparable experience in orchestral operations, and a Bachelor's Degree in music or related field. The ideal candidate will also have experience performing at a high level on an orchestral instrument. Outstanding communication skills with the ability to balance institutional, financial, and individual considerations while committing to artistic excellence are a key to this role.

### **Compensation**

Salary is commensurate with experience.

### **To apply**

Interested candidates should forward a resume to [JClapp@charlottesymphony.org](mailto:JClapp@charlottesymphony.org) with Orchestra Personnel Manager in the subject line, along with a note outlining the reasons for applying. Applications will be accepted via email only.