

Personnel Manager

The Charlotte Symphony Orchestra seeks a talented, compassionate Personnel Manager to actively promote conditions that enable musicians to perform at their highest artistic level.

About the Charlotte Symphony

Led by internationally renowned Music Director Christopher Warren-Green, the Charlotte Symphony is the largest performing arts organization in the region, supporting 58 full-time musicians in a 37-week season.

Core programming runs from September through May and includes Classical, Pops, and Family series, alongside annual favorite Magic of Christmas during the holiday season. We also serve as the soundtrack to our community's ballet and opera productions.

As part of our commitment to serve the entire region, the CSO performs everywhere from parks and schools to jails, breweries, and senior care centers. We passionately believe that music, accessible to all and experienced in many forms, unifies and enriches our entire community. Longstanding Pops at Symphony Park rounds out each season; and our popular *On Tap* series at a local brewery and *CSO On the Go* neighborhood series mark an important expansion of our core programming, aimed at bringing an intimate and affordable orchestra experience to our wider community.

We actively nurture the next generation of musicians and music lovers through our youth education programs. Each season, the Charlotte Symphony Youth Orchestras present several concerts, including a signature side-by-side performance with professional CSO musicians.

Project Harmony, Inspired by the renowned El Sistema youth and community development program of Venezuela, serves nearly 200 children with the fewest resources and greatest need through a free afterschool orchestra training program.

The Position

The Personnel Manager is an integral part of the CSO's Artistic/Operations team and oversees the professional execution of duties related to hiring and caring for contract, substitute and extra musicians. You will oversee the application of the Master Agreement, scheduling contract musicians, hiring substitutes and extras, and preparing all aspects of payroll. You develop and manages all budgets related to orchestra personnel, issues individual musician contracts, manages season calendar and weekly orchestra schedule and rehearsal orders. The Personnel Manager serves as the primary liaison between the musicians, the Music Director and the administration.

Candidate profile

To be successful you will have a minimum of five years of experience in orchestra personnel management, and a Bachelor's degree or higher in a related field. Your experience must include administering collective bargaining agreements as well as extensive knowledge of orchestral repertoire and instrumentation. You will have strong financial skills and experience with orchestral databases and scheduling (ArtsVision a plus).

Outstanding communications skills with the ability to balance institutional, financial and individual considerations while committing to artistic excellence is key to this role. You will be able to work independently, possess mature judgement and a strong sense of fairness. You will be committed to

ensuring the best possible working conditions for orchestra musicians. You will be required to commit to working long, often irregular and unsocial hours as required.

To apply, please submit a thoughtful cover letter along with salary requirements to:

Mary Deissler ceo@charlottesymphony.org