



**Title:** Orchestra Personnel Manager

**Reports to:** Vice President of Artistic Operations and General Manager

**Department:** Operations

**Status:** Full-time, Exempt

**Position Summary:**

The Orchestra Personnel Manager is responsible for the management of orchestra personnel, including overseeing application of the Master Agreement, preparing payroll, scheduling contract musicians, hiring substitute and extra musicians, coordinating auditions, working with Human Resources and Administration Leaders in addressing musician personnel issues, and serving as liaison between musicians and the Music Director and administrative staff. This position serves as an integral member of the Operations staff, contributing to the creation of exceptional symphonic music presentations and patron experiences.

**Responsibilities:**

- Ensure that all Symphony activities are executed in compliance with the Master Agreement; ensure musician compliance with personnel policies as stated in the Master Agreement.
- Accurately prepare musician payroll and ensure timely resolution of any concerns
- Issue individual musician contracts, calculating salary adjustments each year; tracking special provisions; distributing and collecting contracts by appropriate deadlines; managing tenure review process; maintaining personnel records and providing appropriate information to the Vice President of Artistic Operations.
- In a timely manner: Ensure musician portal is up-to-date; prepare musician rosters and hire needed substitute and extra musicians; communicate information to music library and stage crew
- Administer leave requests from musicians; develop and maintain system for tracking attendance, leave, relief, rotation and performance assignments
- Manage all auditions for open positions; prepare national advertisements, compile audition requirements, coordinate candidate registration and oversee audition process
- Manage orchestra rehearsals and concerts, including timekeeping of services relating to start

- and end times and intermissions; ensure proper working conditions for the musicians
- Facilitate communication between administration and musicians; post, distribute and announce information and changes as they occur; be available to musicians and staff, responding to voicemail and email in a timely manner
  - Ensure proper handling of orchestra disciplinary issues in compliance with the Master Agreement and in coordination with Human Resources and the President and CEO, Music Director, and Vice President of Artistic Operations and General Manager
  - Coordinate orchestra travel for run-out and tour services, including transportation, room assignments, itineraries and per diem payments
  - Perform other duties as requested, assigned or needed

**Qualifications:**

- Bachelor's degree in music with a minimum of three years of experience in orchestra personnel management
- Superior communication, management and interpersonal skills
- Highly self-motivated and goal oriented with a keen attention to detail
- Possess strong personal integrity with the ability to handle sensitive and confidential information
- Knowledge of performing arts technology systems such as ArtsVision
- Must have a positive attitude, be able to work as part of a high-functioning team, possess a passion for symphonic music, a strong desire to connect it with our community and an understanding of and sensitivity to the needs of orchestra musicians, guest artists and conductors

**Benefits:**

The Charlotte Symphony offers a comprehensive benefits package including medical, dental and disability insurance, and paid time off.

**Applying:**

Qualified candidates should send a resume and cover letter to [employment@charlottesymphony.org](mailto:employment@charlottesymphony.org)

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