



**ASSISTANT ORCHESTRA PERSONNEL MANAGER**  
**Orchestra Personnel Department**

<b>Work Status:</b>	Regular, Full-Time	<b>Payroll Type:</b>	Exempt
<b>Schedule:</b>	Monday – Friday, Weekends as necessary	<b>Regular Hours:</b>	9:00am – 5:00pm, evenings as necessary
<b>Location of Job:</b>	Davies Symphony Hall San Francisco, CA	<b>Salary:</b>	\$79,079
<b>Reports To:</b>	Orchestra Personnel Manager with a dotted line to Senior Director of Orchestra and Education Planning	<b>Supervisory:</b>	Yes; as backup to OPM

**JOB SUMMARY**

The Assistant Orchestra Personnel Manager works closely with the Orchestra Personnel Manager (OPM) and Senior Director of Orchestra and Education Planning (SDOEP) as the administrator of the San Francisco Symphony Orchestra’s collective bargaining agreement; acts as liaison between Administration and Orchestra; serves as resource and counsel for the Orchestra’s 107 Musicians; ensure consistency between the San Francisco Symphony’s stated values and its relationship with the musicians.

The Assistant Orchestra Personnel Manager serves as a partner to the Orchestra Personnel Manager and supervises the Orchestra Personnel Administrator in tandem with the Orchestra Personnel Manager.

**Personnel Management:** Works with OP department to ensure smooth operation of all Orchestra services

- Hires substitutes and extras as needed. Responsible for long-range planning of required additional personnel. Works closely with Principals on matters of

- substitute/extra hiring, part assignments and sub-list maintenance. Ensures compliance with policies and the CBA related to hiring additional personnel.
- Onboards new musicians, including coordination with payroll and HR paperwork.
  - Shares the responsibility of supervising rehearsals and concerts with the Orchestra Personnel Manager and SDOEP.
  - Actively seeks to improve upon process and makes suggestions for policy changes to the Manager.
  - Oversees the String Rotators and Principals' responsibilities to ensure proper personnel on stage for all programs.
  - Shares responsibility with OPM for communicating production and technical matters with stage crew, Production, and Operations teams. Communicates Orchestra set-ups and section sizes to the Technical crew and Librarians.

**Auditions:** Assumes primary responsibility for and works closely with the Orchestra Personnel Manager to organize and implement international auditions, which attract over 300 applicants for each position. Supervises the Administrator and any temporary assistants on audition related activity.

- Coordinates with applicants, SFS Musicians, Orchestra Personnel Manager, and Music Library on all pre-audition activities, including: audition calendar planning; committee selection and communications; audition repertoire selection; reserving facilities; managing advertising letters and notices to the union, union publications and the SFS Website.
- Oversees audition day activities, including: preparing audition facilities and assisting in running of auditions; preparing and distributing audition materials and supplies; ordering meals for committee; greeting and assisting candidates; assisting supervisors and committee members as needed.

**Administrative:**

- Tracks attendance and partners with the OPM to complete, review and sign off on the weekly payroll. Ensures compliance with all appropriate contracts. Takes attendance of orchestra during rehearsals and concerts as needed. Serves as primary generator of substitute/extra payroll and assists OPM with full-time payroll
- Provides information for the annual budget process.
- Processes media reports and AFM-EPF payments.
- Participates in all relevant Orchestra and Staff meetings such as Players Committee and Music Advisory Committee. Takes minutes for meetings as needed.

- Implements ArtsVision software for Personnel Office, including creation of new reports. Troubleshoots and remedies issues and ensures smooth operation of all orchestra-related functions. Proposes improvements and prioritizes future functionality.
- Assists Orchestra Personnel Manager in the following areas:
  - As an advocate for the Musicians, a liaison between Administration and Orchestra members and committees; resolves personnel issues, both contractual and personal.
  - Coordinating Float, Relief and Option Weeks as well as Personal Leave Services and Leave without Pay.
  - Assigning Musicians to split weeks and balancing CBA compliance with Artistic needs.
  - Informing visiting conductors of work rules, illnesses and related issues.
  - Going on tour if the OPM is unable.
  - Maintaining communication with Employee Benefits Manager regarding leave status of musicians including workers' compensation, personal disability, and unpaid leaves. Assists with the SDI process.
  - Interacting with Musicians on scheduling and related issues. Working with the Human Resources office on more serious employee relations issues.
  - Processing changes to the instrument insurance database and invoicing.
- Oversees and assists the Administrator in the following areas:
  - Creation and distribution of weekly rosters and rehearsal orders.
  - Processing audition applications, resumes and tapes.
  - Coordinating post-audition activities including: communicating with audition candidates; arranging airline and hotel reservations for qualified candidates; tracking and reporting audition expenses.
  - Handling ticket requests.
  - Processing bills and preparing expense reports.

### **QUALIFICATIONS**

- Must have a minimum of two years working with a professional orchestra and/or experience in orchestra personnel administration
- Thorough knowledge of orchestral repertoire and ability to understand instrumentation notation
- Highly detailed oriented
- Ability to read and interpret labor contracts
- Knowledge of and sensitivity to personnel policies and practices
- Computer literacy, including working knowledge of Microsoft Access, Word and Excel
- Possess excellent interpersonal and leadership skills; ability to remain calm in high-pressure situations

- Ability to anticipate and resolve issues creatively; organizing and planning strengths, and the ability to establish and maintain trust and confidentiality
- Must be able to balance multiple priorities in situations where artistic, human and financial variables may conflict
- Tact and patience are necessary attributes for success
- Prefer at least 2 years of supervisory experience

### **APPLICATION INSTRUCTIONS:**

To apply, please visit our website at [www.sfsymphony.org](http://www.sfsymphony.org). Under the About Us tab, go to the Careers and Auditions page and click on “Jobs at the SF Symphony.” Search for this job and click on “Apply for this Position” to submit your resume, cover letter, and application.

### **ORGANIZATIONAL PROFILE**

The San Francisco Symphony is widely considered to be among the most artistically adventurous and innovative arts institutions in the U.S. Under the artistic direction of Michael Tilson Thomas since 1995, the Orchestra is a leading presence among American orchestras at home and around the world, celebrated for its artistic excellence, creative performance concepts, active touring, award-winning recordings, and standard-setting education programs. In December 2018, the San Francisco Symphony announced Esa-Pekka Salonen as its Music Director Designate along with a group of eight Collaborative Partners from a variety of cultural realms who collectively form a new artistic leadership model. Salonen began his appointment as the SFS's 12th Music Director in September 2020, at which time Michael Tilson Thomas became the Orchestra's first Music Director Laureate, following his remarkable 25-year tenure as Music Director.

The San Francisco Symphony presents more than 220 concerts and presentations annually for an audience of nearly 450,000 in its home of Davies Symphony Hall and through its active national and international touring. A cornerstone of the organization's mission, the San Francisco Symphony's education programs are the most extensive offered by any American orchestra today, providing free comprehensive music education to every first- through fifth- grade student in the San Francisco public schools, and serving more than 75,000 children, students, educators, and families annually. The SFS has won such recording awards as France's *Grand Prix du Disque* and Britain's Gramophone Award, as well as 15 Grammy Awards. In 2004, the SFS launched the multimedia *Keeping Score* on PBS-IV and the web. In 2014, the SFS inaugurated SoundBox, a new experimental performance venue and music series located backstage at Davies Symphony Hall. SFS radio broadcasts, the first in the nation to feature symphonic music when they began in 1926, today carry the Orchestra's concerts across the country.

Pursuant to the San Francisco Fair Chance Ordinance, the San Francisco Symphony will consider for employment qualified applicants with arrest and conviction records.

The San Francisco Symphony is an Equal Opportunity Employer.