

## **The Los Angeles Philharmonic Association is currently seeking a: Director, Orchestra Personnel**

Founded in 1919, the Los Angeles Philharmonic Association presents, and promotes the performing arts in its varied forms at the highest level of excellence to a diverse and large audience, at Walt Disney Concert Hall, the Hollywood Bowl, and The Ford.

### **Position Summary:**

The Director, Orchestra Personnel, reporting to the Director, Orchestra Management, oversees the musicians of the Los Angeles Philharmonic Orchestra, executes and enforces the regulations of the Master Agreement, and serves as the liaison between administration and musicians.

### **Position Elements:**

- Responsible for the day-to-day operations and administration of the Orchestra Personnel Office, including communication with other LAPA departments regarding Orchestra issues and maintaining ongoing supportive and informative relationships with the Orchestra members, conductors, and LAPA staff.
- Prepares casting sheets and string rosters needed for the performing and rehearsal activities of the Orchestra, including records of split orchestras, Green Umbrella, string reductions, rotation and relief, rehearsal schedules, personnel lists, parking lists, vacations, and requests for time off.
- Maintains required instrumentation on stage. Coordinates information with Library, Artistic, and Production teams.
- Maintains records of attendance at all services. Tracks and documents musician attendance records and prepares absentee/tardy letters as needed.
- Responsible for documenting and overseeing musician disciplinary issues and conflicts and enforcing any necessary corrective behavior or plans of action in accordance with the Master Agreement.
- Monitors start and end times of all Orchestra services to ensure compliance with the Master Agreement.
- Participates in production meetings.
- Maintains consistent communication and coordination of musician benefits with the Human Resources and Payroll Departments as outlined in the Master Agreement.
- Prepares weekly payroll documents and budget projections related to the Orchestra, extra musicians, overtime, doubling, radio broadcasts and recording sessions, auditions, etc.
- Oversees the audition & tenure process.
- Oversees onboarding and orientation of new Staff Musicians and substitute/extras Musicians.
- Responsible for Orchestra touring logistics, including maintaining instrumentation needs for all programs, monitoring all services in adherence to the tour regulations in the Master Agreement, and processing all necessary payments before, during, and after the tour.
- Performs other duties as directed as they pertain to Orchestra Personnel.

### **Position Requirements:**

- Bachelors' degree or equivalent with emphasis on humanities and some arts management.
- Minimum five years of experience of orchestra personnel management and administration of collective bargaining agreements.
- Formal musical training or equivalent experience desirable; knowledge of classical music repertoire.
- Excellent interpersonal and communication skills. Considerable tact required in most duties or tasks performed to achieve results.
- Expertise in organizing details; mathematical aptitude.
- Computer literacy; ability to work with spreadsheet database and word-processing software systems. Microsoft Office Suite, Google Docs/Google Sites/Google Calendar proficiency.
- Ability to work with confidential information and material and use discretion.
- Capacity to work independently and make critical decisions in emergency situations.
- Must be able to work normal business hours as well as evenings, weekends, and holidays.
- Dedication and commitment to engage in and promote diversity, equity, and inclusion within the staff, vendors, and within interactions with the surrounding community is a must
- Secondary language fluency is a plus

### **COVID Workplace Safety Requirements**

This position will require you to interact with employees, patrons, vendors and others who may or may not be vaccinated or recently tested. You will be required to wear personal protection equipment (PPE) required by the LA County Department of Public Health protocols and the LA Phil. You agree to comply at all times with the LA Phil's COVID-19 Prevention Plan, including testing and vaccination requirements.

### **How to apply:**

Complete the online application by clicking [here](#).

- Complete the application with all pertinent information.
- At the end of the application, a confirmation page will appear when your submission has been successful

The Los Angeles Philharmonic Association will consider for employment qualified Applicants with Criminal Histories in a manner consistent with the requirements of the FCIHO.

### **EQUAL EMPLOYMENT OPPORTUNITY POLICY**

The Los Angeles Philharmonic Association embraces and is committed to diversity and inclusion within our staff, musicians, guest artists, audiences, and surrounding communities. The Association does not discriminate on the basis of race, color, religion, religious creed (including religious dress and religious grooming), sex (including pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions), sexual orientation, national origin, ancestry, citizenship, age, physical or mental disability, legally protected medical condition or information, genetic information, marital status, gender, gender identity, gender expression, military status, veteran status, or any other basis protected by federal, state, or local

law. Consistent with the law, the Association also provides reasonable accommodation for disabled applicants and employees in accordance with the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act, for pregnant employees who request an accommodation with the advice of their health care providers, for pregnancy, childbirth or related medical conditions; for employees who are victims of domestic violence, sexual assault or stalking; and for applicants and employees based on their religious beliefs and practices.