

## **The Los Angeles Philharmonic Association is currently seeking a: Manager, 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 Manager, Orchestra Personnel, reporting to and working with the Director, Orchestra Personnel, oversees the musicians of the Los Angeles Philharmonic Orchestra, executes and enforces the regulations of the Master Agreement, and maintains the administrative functions of the Orchestra Personnel Office.

### **Position Elements:**

- With the Director, Orchestra Personnel, 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.
- With the Director, Orchestra Personnel, 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.
- With the Director, Orchestra Personnel, maintains required instrumentation on stage. Coordinates information with Library, Artistic, and Production teams.
- Hires extra musicians and ensures required employment forms are completed along with providing scheduling and policy information.
- Coordinates travel for out-of-town musicians.
- Obtains working visas for foreign orchestra musicians
- Responsible for maintaining, updating, submitting all aspects of LAPA musician instrument insurance.
- Maintains records of attendance at all services. Tracks and documents musician attendance records and prepare absentee/tardy letters as needed.
- Monitors start and end times of all Orchestra services to ensure compliance with the Master Agreement.
- Supports the Director, Orchestra Personnel in implementing and monitoring various contractual issues and policies such as length of intermissions, stage conditions, and parking.
- Participates in production meetings.
- Coordinate Donor services with the Philanthropy Department.
- Maintain virtual musician's bulletin board.
- Prepares weekly payroll documents and budget projections related to the Orchestra, extra musicians, overtime, doubling, radio broadcasts and recording sessions, auditions, etc.
- Coordinates the audition process, participates in execution of all auditions, manages backstage operations and oversees audition assistants.
- Oversees onboarding and orientation of new Staff Musicians and substitute/extras Musicians.
- Supports tour prep, providing administrative assistance for Orchestra Musician needs.

- 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 two 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, Google Docs/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.