

CALIFORNIA SYMPHONY

ORCHESTRA PERSONNEL MANAGER

The California Symphony seeks a part-time Orchestra Personnel Manager to join a team of highly motivated and dedicated professionals. Reporting to the Operations & Education Director and the Music Director, the Orchestra Personnel Manager is responsible for administering the personnel of the orchestra for 5 subscription concert sets, plus one benefit concert, and up to 2 auditions annually. This includes application of the Collective Bargaining Agreement (CBA) and national Integrated Media Agreement (IMA), preparation and maintenance of payroll and other records, scheduling of musicians, hiring of substitute and extra musicians, and coordination of auditions. The Personnel Manager serves as a liaison between the Music Director, guest conductors, and musicians; and the administrative staff and musicians. We are seeking a dynamic collaborator, who is knowledgeable of the San Francisco Bay Area talent pool, and who will thrive at a quickly growing, fast-paced arts organization.

Core duties include:

- Administer the bylaws of the Collective Bargaining Agreement in all matters as Personnel Manager
- Act as a liaison between the Music Director, guest conductors, and musicians; administrative staff
- Assist with the development of budget projections in consultation with Operations & Education Director and collaborate with Music Director and Librarian to achieve artistically agreeable instrumentation within budget
- Assemble and maintain musician availability, and make assignments for the season
- Make note of regular musicians' attendance as a reference for their member status, and coordinate requests for leave of absence
- Keep accurate attendance records and payroll notes, including doubling and cartage, as well as excused (and unexcused) absence requests and granted leaves of absence
- Maintain current substitute lists in consultation with the Music Director and Principal players
- Hire and coordinate all orchestra personnel according to the instrumentation agreed upon for each service and per the hiring procedures of the CBA, including but not limited to seating and step up procedures
- Communicate any changes as a result of the hire that would incur additional charges with Operations Director
- Review substitute personnel with the Music Director after each concert set
- Distribute, collect, and complete onboarding paperwork, W-4 and I-9 forms for newly hired musicians and/or musicians that have made any changes pertaining to these documents
- Communicate with musicians regarding schedules, compensation, concert dress, music availability, staff contact info, program instrumentation, orchestra roster, venue location, parking information, and other details as necessary
- Attend all orchestra rehearsals and concerts, logging significant events in connection with rehearsal or concerts such as complaints, tardiness, concert attire, and general deportment
- Collaborate with stage personnel and Union Steward on issues of breaks, start/stop times, venue HVAC in accordance with the CBA
- Make announcements to the orchestra at rehearsals in conjunction with staff

- Prepare and ensure accuracy of orchestra payroll in accordance with organizational practice for each set for which musicians are hired
- Maintain updated personnel files and contact information for all musicians using institutional databases and resources, and communicate new hires to librarian and human resources
- Organize, attend, and run audition process in accordance with the CBA including but not limited to arranging of the Audition Committee; preparation of audition notices; receipt and organization of applications; correspondence with all applicants; setting the audition schedule while staying within budget; coordinating the acquisition of audition musical excerpt list from the Music Director, and work with Librarian to make the excerpts available to invited applicants
- Additional duties as assigned within reasonable scope of this position

Qualifications/requirements to be successful:

- Must be technologically savvy and have proficient working knowledge with Microsoft Suite (word, excel), and database software
- Networked within the San Francisco Bay Area musician talent pool
- Successful experience administering fair and balanced interpretations of Collective Bargaining Agreements
- Strong strategic problem-solving skills
- Detail oriented, exceptional organizational skills
- Personal integrity and strict code of confidentiality and professionalism
- Adept familiarity with orchestral repertoire and ability to read music

Additional Skills/Characteristics:

- Working knowledge with Dropbox, Google Drive, Vendini
- Excellent verbal and written communication skills
- Ability to implement projects from conception to completion with limited to no supervision
- A highly energetic professional with a track-record of building positive working relationships with artistic and administrative staff
- A life-long learner who seeks and monitors industry and operational trends for self-improvement

Compensation:

- This is a part-time position on an annual contract
- Competitive salary
- Flexible work schedule and remote work-from-home arrangement

About the California Symphony:

Now entering its 33rd year, the California Symphony is distinguished for its concert programs that combine classics alongside American repertoire and lesser-known works, its highly regarded Young American Composer-in-Residence program, its nationally recognized education programs, and for bringing music to people in new and unconventional settings. The orchestra is comprised of musicians who have performed with the orchestras of the San Francisco Symphony, San Francisco Opera, San Francisco Ballet, and others.

California Symphony has launched the careers of some of today's most-performed composers and soloists, including violinist Sarah Chang, cellist Alisa Weilerstein, and composers such as Mason Bates, Christopher Theofanidis, and Kevin Puts. The orchestra has recently expanded its regional base in the greater San Francisco Bay Area with performances at the Napa Valley Performing Arts Center's Lincoln Theater in Yountville, the Concord Pavilion in Concord and with Postmodern Jukebox and Cirque de la Symphonie in Oakland, all in

addition to performing at its home at the Leshner Center for the Arts in Walnut Creek, where it performs five concert programs throughout the year, some with repeated performances.

California Symphony Music Director Donato Cabrera has been the Music Director and Conductor for the California Symphony since 2013. He was also Resident Conductor of the San Francisco Symphony and the Wattis Foundation Music Director of the San Francisco Symphony Youth Orchestra from 2009 to July 2016, when he stepped down to pursue a thriving international conducting career. In 2014, Cabrera was appointed Music Director of the Las Vegas Philharmonic Orchestra in addition to his post at the California Symphony.

Executive Director Aubrey Bergauer and Maestro Cabrera have led the California Symphony to defy the trends for orchestras across the country. Many orchestras talk about attracting new audiences and developing new and different programming—we are actually doing it. We have built a team of smart, driven, and forward-thinking individuals who work together to redefine what a modern American orchestra can achieve and how it can serve and remain relevant to its constituents, and we invite a like-minded personnel manager to join us.

An Equal Opportunity Employer:

It is the policy of the California Symphony to provide all persons with equal employment opportunities without regard to race, color, sex, religion, national origin, veteran status, marital status or any characteristic protected by federal, state, and local law. Candidates of ALAANA (African, Latinx, Asian, Arab, and Native American) communities are encouraged to apply.

To Apply:

- Submit cover letter and resume to jobs@californiasymphony.org
- No phone calls or email inquiries, please