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# MONTEREY SYMPHONY

## Orchestra Manager Job Description

**JOB TITLE:** Orchestra Manager

**REPORTS TO:** Executive Director

**STATUS:** Full Time, Exempt

**Salary Range:** \$65,000-75,000 DOE, include Health, Dental and Vision insurance; 403(b) retirement plan, moving expenses (if needed)

**Apply to:** [search@montereyorchestra.org](mailto:search@montereyorchestra.org) with resume and cover letter

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***OVERVIEW: The Monterey Symphony (MSO) is a dynamic, evolving orchestral institution in the community. MSO's mission is to engage, educate and excite our community through the performance and continual discovery of symphonic music.***

**Position Summary:** The Orchestra Manager reports to the Executive Director and is responsible and accountable for all aspects of orchestra operations and artistic administration.

- S/he develops, implements, and monitors performance against the orchestra's artistic and production budgets.
- The Orchestra Manager works with the Music Director and the Executive Director to develop and implement artistic plans that support the institution's overall artistic vision.
- S/he handles all aspects of artistic administration, including engagement of artists, fee and contract negotiations, rehearsal and performance schedules, commissioning, and electronic media negotiations.
- S/he books and manages relationships with the orchestra's performance venues.
- The Orchestra Manager is MSO's primary liaison with the musicians of the orchestra, collectively and individually, on a day-to-day basis.
- S/he is a participant in collective bargaining negotiations and ensures compliance with the terms and conditions of negotiated agreements.
- The Orchestra Manager develops and maintains the orchestra's master calendar and ensures that programming and schedule information is communicated throughout the organization as needed in an accurate and timely manner.
- The Orchestra Manager supervises all library, education, production, or volunteers.

**Responsibilities of the Orchestra Manager include but are not limited to:**

### **Concert Production:**

- Plan and administer all concert production activities of the orchestra, including facility and equipment rental, staging requirements, and other logistical arrangements.
- Coordinate activities with library, personnel, production, education and artistic staff.
- Confirm arrangements with recording engineer for any taping of concerts
- Secure required equipment, instruments, licenses, and permits, this includes working with ASCAP and BMI and providing the necessary reporting
- Arrange for transportation and accommodations for musicians and equipment
- Attend all rehearsals and performances, taking attendance of the orchestra and liaising with the Union Steward

### **Artistic Administration:**

- Consult with the Music Director in the selection of guest artists, guest conductors, performing groups, and programs to support the orchestra's artistic objectives
- Negotiate contracts for all guest artists. Arrange for their transportation, lodging, and entertainment

- Oversee and manage all auditions
- Oversee and manage all youth concert and youth music education activities

**Scheduling:**

- Develop an annual master plan for orchestra operations, including rehearsal schedules, program themes, special events, and broadcasts.
- Prepare the orchestra's master schedule by working with the Music Director to achieve artistic goals while maximizing services for financial benefit and upholding the requirements of the Collective Bargaining Agreement (CBA).

**Collective Bargaining Agreement/Contracts:**

- Serve as a member of management's negotiating team for collective bargaining agreements. Propose changes to agreements and strategies for achieving and implementing those changes
- Research specific issues as requested by the negotiating team; determine financial impact of proposed changes
- Interpret, implement, and uphold terms of the CBA

**Orchestra Personnel:**

- Meet with the player's committee to share information and discuss issues of concern; respond to orchestra member requests for information on scheduling and working conditions and follow up on all requests in a timely manner
- For each orchestra instrument, maintain an up-to-date list containing the names and UNION affiliation of prospective substitute players; consult with the orchestra principals on the ranking of substitute players, which shall be done prior to the start of each season and subsequently thereafter as needed, by the Principals.
- Assist Music Director in hiring of all musicians; negotiate and execute individual contracts according to approved budget policies set by the Executive Director
- Maintain appropriate cost controls while maintaining artistic integrity and upholding the CBA
- Hire, train, manage, and evaluate performance of all production, library, artistic and education staff.
- Manage procurement of supplies, licenses, equipment, and services for operational purposes.
- Maintain inventories of property and supplies.
- Perform other duties as assigned by the Executive Director or the Music Director

**Qualifications:**

- Knowledge of orchestral and classical music required
- Minimum of five years related experience in managing orchestral, performing arts or entertainment production.
- Experience with administering a Collective Bargaining Agreement.
- Familiarity with trends and strategies specific to management of orchestras.
- Excellent written and verbal communication skills.
- Proficiency in the use of computers for all types of communication as well as Microsoft Office suite of software.
- Attention to detail with ability to multi-task and execute plans effectively in a fast-paced environment.
- Strong organizational skills, with the ability to manage under pressure and with competing priorities.
- Successful track record for managing conflict.
- Ability to be on ones feet for extended periods of time and ability to lift materials weighing up to 50 pounds.

This job scope defines the major components of the Orchestra Manager role and responsibilities, but should not be viewed as inclusive of all responsibilities. The job scope may evolve and responsibilities may be added or removed by the Executive Director or Music Director.