



Orchestra Personnel Administrator
Orchestra Personnel

Work Status:	Full Time	Payroll Type:	Non-Exempt
Schedule:	Monday-Friday, some weekends as needed	Regular Hours:	9:00am - 5:00pm,
Location of Job:	Davies Symphony Hall San Francisco, CA	Salary:	\$59,423.00
Reports To:	Orchestra Personnel Manager	Supervisory:	No

JOB SUMMARY

This position provides administrative support to the Orchestra Personnel Department, and works in a close-knit team with all members of the Personnel Office to foster and maintain productive relationships with Orchestra members.

RESPONSIBILITIES

Administrative

- Utilize ArtsVision to maintain, produce and report on weekly orchestra attendance and rehearsal orders, sick leave records, personnel rosters, string seatings, rotation postings, and instrument sheets. Ensure adherence to all contractual deadlines.
- Maintain Floating Vacation/Option weeks/Leave of Absence chart.
- Process yearly over-scale charts, including tracking of individual contracts and seniority compensation.
- Distribute weekly musician paychecks and maintain all payroll records. Document and process new hire payroll paperwork.
- Process media and recording contract payment charts, check requests, and sign-up job contracts for submission to Musicians' Union. Maintain and organize media records.
- Create and distribute a packet of seasonal information to the orchestra.
- Schedule and take minutes at Players Committee, and other meetings as needed.
- Help coordinate and provide support to musician-led DEI groups
- Coordinate and manage complimentary ticket lottery for musicians.

- Type, copy, and distribute correspondence, memoranda, and other materials, requiring knowledge of Symphony procedure and CBA, to SFS musicians, staff and other constituencies.
- File, organize and maintain correspondence and records (electronic and physical).
- Replenish orchestra personnel office supplies as needed.
- Handle phone, e-mail and in-person inquiries from the public, staff and orchestra members regarding procedures, scheduling and general questions, often acting as office receptionist. Schedule Committee meetings and provide assistance scheduling individual meetings for members of the Department.
- Responsible for paying department bills and credit card expenses, ensuring accuracy with department budget and coding.
- Provide administrative support to Senior Director as needed on various projects.
- Additional projects as assigned.

Auditions

- Process and respond to inquiries from applicants for multiple International auditions yearly.
- Maintain all audition records.
- Assist Assistant Orchestra Personnel Manager with all pre-audition activities including: committee selection and communications; audition repertoire selection; identifying potential candidates from backgrounds that are underrepresented in the orchestral world through monitoring the Sphinx database, SOPA participants, and staying abreast of other resources; reserving facilities; managing advertising letters and notices to the union, union publications and the SFS Website.
- Coordinate 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.
- Coordinate post-audition activities including: communicating with audition candidates; arranging airline and hotel reservations for qualified candidates; tracking and reporting audition expenses.

General

- Conduct job functions and activities in alignment with the principles of the SFS's Diversity, Equity, and Inclusion (DEI) work, and support the organization's DEI work through participation in working groups and other initiatives as possible.

QUALIFICATIONS

- Excellent verbal and written communication skills.
- Computer literacy, including working knowledge of Microsoft Word, Excel, SharePoint and Access.

- Must possess excellent organizational skills, ability to work independently and establish priorities.
- Previous administrative experience and strong classical music background desired.
- Ability to work flexible hours, including some evening and weekend work; extra hours required for auditions.
- Ability to maintain a sense of humor and work well with a variety of people in a fast-paced environment.
- Discreet attitude and ability to maintain confidentiality a must.

APPLICATION INSTRUCTIONS

To apply, please visit our website at www.sfsymphony.org. Under the About Us tab, go to the Careers and Auditions page and click on “View administrative job listings.” Search for this job and click on “Apply for this Position” to submit your resume and cover letter.

VALUES STATEMENT

The San Francisco Symphony is committed to cultivating an environment of inclusion, equity, and diversity for our staff, musicians, patrons, and community. As leaders and innovators of our inherited tradition of orchestral music, we acknowledge our responsibility to identify and dismantle the oppressive barriers that we have historically maintained. We resolve to hold ourselves accountable, devote resources, and embrace change by centering racial equity and listening to and learning from marginalized voices.

We recognize that this is an ongoing, sometimes uncomfortable practice, and continue to learn and evolve. We welcome applicants who are enthusiastic to join us on this journey.

ORGANIZATIONAL PROFILE

The San Francisco Symphony is widely considered to be among the most artistically adventurous and innovative arts institutions in the U.S. In December 2018, the San Francisco Symphony announced a new artistic leadership model with Esa-Pekka Salonen’s appointment as its Music Director Designate along with a group of eight Collaborative Partners from a variety of cultural realms. 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. Under Salonen’s artistic direction, 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.

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.