

REDLANDS SYMPHONY ASSOCIATION
Position Description – Orchestra Personnel Manager

Reports To: Music Director & Executive Director

Status: Part-time Exempt/Contractor¹

Date Prepared: May 18, 2022 (Updated)

Position Summary

The Orchestra Personnel Manager (OPM) is responsible for all aspects of orchestra personnel management under the guidance and supervision of the Music Director and the Association's Executive Director (ED). He/she serves as a liaison between the Music Director, orchestra personnel, and the Symphony staff. The Orchestra Personnel Manager must possess a thorough understanding and knowledge of the Collective Bargaining Agreement (CBA), the Association's Memorandum of Understanding with the University of Redlands (MOU) and other orchestra personnel policies. He/she must also possess the ability to deal with all personnel matters in a professional manner that ensures confidentiality and compliance with all RSA policies and procedures. He/she works closely with the Music Director, Assistant Conductor, the orchestra musicians, the music librarian, and the Symphony staff.

JOB DUTIES AND RESPONSIBILITIES

- Secure instrumentation needs for each piece performed from the orchestra librarian.
- Hire extra and substitute musicians, consistent with orchestra's artistic standards, as set forth by the Music Director, as necessitated by repertoire and player absence.
- Communicate with players on a regular and consistent basis about upcoming rehearsals, concerts, program changes and other related information in a manner that is consistent with best practices as determined by the Music Director and Executive Director.
- Provide five-minute call for rehearsals and notify conductor of the start and close of rehearsals.
- Report to the Music Director and Executive Director, significant events in connection with rehearsals or concerts such as complaints, tardiness, failure to wear appropriate dress, general deportment, and any facilities issues.

¹The Orchestra Personnel Manager for the Redlands Symphony may be an individual, or an independent contracting individual/firm with more than one person responsible for performing as outlined in the Position Summary. At all times and in whatever manner the work of the OPM is achieved, the outcome shall be in accordance with the standards set and enforced by the Music Director and President & CEO.

- Respond to conductor and musician requests, problems, and issues arising out of or in connection with an imminent service in a manner consistent with past best practice, the CBA, MOU, and the Association's standards; communicate such events to the Music Director and the Executive Director as soon as possible for collaboration and final approval of any action to be taken.
- Coordinate with the Music Director any on-call musicians, and engagement of last-minute substitutes due to unscheduled absence or tardiness.
- Coordinate with the Music Director and the Stage Manager any changes in seating.
- Make personnel announcements at rehearsals as required.
- Prepare master schedule to be consistent with provision of the CBA and the MOU, individual musicians' contracts, and the confirmed RSA concert schedule.
- Recommend schedules to the Executive Director consistent with the CBA, the MOU, individual contracts, repertoire, and the Association's artistic standards.
- Assist, as required, in drafting work rules under the direction of the Executive Director.
- Advise the Executive Director regarding the interpretation of and adherence to all contracts consistent with general professional orchestra practice, Association policy, the CBA, and individual musicians' contracts.
- Ensure that musicians and substitute players receive timely and accurate compensation by preparing and submitting payroll information in a timely manner. Track payroll variations including doubling, extra services, overtime, extra and substitute players.
- Assist Symphony staff as needed in securing all necessary completed forms and signatures on required personnel forms, contracts, and appropriate tax information documents. Provide the Symphony staff with seasonal information for all contracted musicians needed to prepare annual contracts.
- Coordinate the audition process with the Symphony staff for the replacement or addition of orchestra musicians as requested by the Music Director.
- Develop budget projections for orchestra musician expenses.
- Adhere to financial budgeting limits prescribed by the annual budget in all areas of responsibility, including audition expenses, doubling fees, extra players, overtime, premium pay, etc.

- Provide personnel list for concert programs.
- Assist the Executive Director and Symphony staff annually in preparation of individual musician contracts.
- Research/price special projects as requested by the Executive Director.

QUALIFICATIONS

- Bachelor's degree or equivalent with emphasis on humanities and some arts management.
- Experience in orchestra personnel management preferred.
- Formal musical training or equivalent experience is desirable.
- Knowledge of the classical music repertoire.
- Excellent interpersonal and communications skills. Considerable tact required in most duties or tasks performed to achieve results.
- Experience organizing details, mathematical aptitude.
- Computer literacy: ability to work with spreadsheet, database, and word-processing software systems.
- Ability to work with confidential information and material and use discretion.
- Capacity to work independently and make critical decisions in emergency situations.
- Dedication and commitment to engage in and promote diversity, equity, and inclusion within the music staff.

COVID Workplace Safety Requirements

This position requires you to interact with employees, patrons' vendors and others who may or may not be vaccinated or recently tested. You will be required to follow RSA current COVID health and safety policies.. You agree to always comply with guides from the Association and all relevant public agencies.

COMPENSATION

The Orchestra Personnel Manager shall receive compensation consistent with the guidelines provided in the CBA. The OPM shall receive additional compensation as agreed to for work outside this job description including auditions.

TO APPLY

Send a cover letter and resume to symphony@redlandssymphony.com. Please no phone calls. This position will remain available until filled.

ORGANIZATIONAL EQUITY

The Redlands Symphony Association's (RSA) equity goal is to serve our mission of providing exceptional classical symphonic music programs that entertain and educate, while creating an artistic community that promotes equity, diversity, fairness, and equal access for everyone. The RSA does now and always has abhorred discrimination of any kind.

By our policies and our programs, we strive to reflect the broad multicultural tradition of all who live in Redlands and our surrounding community.

We consider ourselves to be responsible stewards of a precious artistic form. In that role, we believe it is our duty to present classical symphonic music in a range of options including the concert hall, the classroom and in the broader community. While we respect the importance and value of all musical forms, we are dedicated to the classical repertoire. All our programming shall emanate from this commitment.

As we pursue musical artists, organizational leadership – both volunteer and professional – and provide opportunities for people to make and experience classical music, we are committed to treating all people in an equitable manner.

We understand that the successful creation of a sustainable, equity-based, democratic community, requires intentional decisions that reflect these values and an ongoing effort to avoid creating barriers that distract from this commitment. To this end, RSA's leadership agrees to periodically review the current status of the organization's promise to pursue this path and make adjustments when necessary.

(05-20-22)