

San Luis Obispo Symphony Personnel Manager

Job Description

Planning:

- Assist in estimating personnel costs for budgeting purposes
- Help facilitate orchestral needs that have been communicated by the Music Director
- Manage auditions as needed
- Maintain the sub list
- Maintain accurate and up to date records for musicians (addresses, phone numbers)
- Compile orchestra list for the program book

Logistics:

- Ensure that orchestra member needs are communicated to the admin staff ahead of events
- Work with Principals for seating and communicate assignments
- Communicate performance information and changes to musicians accurately and in a timely manner
- Assist in arranging for groups to perform during special events as needed
- Monitor and enforce musician compliance with organization policies

Production:

- Create, send, and maintain musician contracts/agreements for the year
- Send new hire packet to newly hired musicians
- Hire subs as needed and requested by the Music Director
- Submit musician payroll ahead of performances
- Address musicians concerns and requests and communicate them to the Music Director/Executive Director as needed
- Collect comp ticket requests and payments leading to concerts

Job Requirements

- Able to use MS Office and Google Suite
- Background with music
- Able to assist with special events as needed, including moving equipment (up to 50lbs)
- Ability to speak publicly and deliver information to the musicians
- Available for meetings, concerts, and events throughout the year
- Friendly, enthusiastic demeanor and the ability to speak on the phone clearly and concisely. Able to write an email with information clearly delivered
- Willing and able to work with volunteers for events
- Attention to detail, especially when working with vendors, payments, communications, etc.
- Strong sense of personal responsibility and initiative

Salary and Benefits

- \$20/hour, to be reviewed annually
- Flexible schedule and ability to work in office or from home, some office hours required
- 10 paid holidays per year, plus 1 floating holiday
- Paid vacation and sick time
- Access to company health insurance (Blue Shield CA)
- Access to company retirement plan and 2% matching (simple IRA offered through Edward Jones)
- Complimentary tickets to SLO Symphony events