



Director of Orchestra Personnel

Position Summary: The Director of Orchestra Personnel is responsible for the human resource management of Pacific Symphony Musicians, including overseeing implementation of the Collective Bargaining Agreement (CBA), preparing payroll, scheduling contracted Musicians, hiring substitute and extra Musicians, coordinating auditions, addressing Musician issues and serving as liaison between Musicians and the Music Director, guest artists and administrative staff. This position serves as an integral member of the Artistic Operations staff, contributing to the creation of exceptional symphonic music presentations and patron experiences.

Essential Functions:

- Ensure that all Symphony activities are executed in compliance with the CBA;
- Ensure Musician compliance with policies as outlined in the Orchestra Handbook;
- Participate in negotiating and orchestra committee meetings as assigned;
- Consult with and communicate regularly with the Music Director and senior management on artistic matters related to personnel;
- Mediate and manage concerns from players and seek adequate and appropriate solutions;
- Address grievances and resolve labor disputes in cooperation with senior management and the Union;
- Be readily available backstage, before, during and after concerts to optimize service and quality communications with Musicians;
- Coordinate the creation of substitute lists and adhere to their hiring order per the CBA;
- Prepare Musician payroll and ensure timely resolution of any concerns;
- Issue individual Musician contracts, assist in calculating service offer guarantees; track special provisions; distribute and collect contracts by appropriate deadlines; manage tenure review process; maintain personnel records and provide appropriate information to senior management;
- Distribute, collect, and complete W-4 and I-9 forms for newly hired Musicians and/or Musicians that have made any changes pertaining to these documents;
- Assist in producing the Orchestra Handbook, season calendar and weekly orchestra schedule; distribute information regarding rehearsal orders, service locations, instrumentations and dress;
- Prepare Musician rosters and hire needed substitute and extra Musicians;
- Communicate information as needed to other members of the artistic operations team including the music library and production staff;
- Administer leave requests from Musicians; develop and maintain system for tracking attendance, leaves and assignments;
- Manage all auditions for open positions; prepare national advertisements, compile audition requirements, coordinate candidate registration and oversee audition process;
- Manage orchestra personnel at rehearsals and concerts, including timekeeping of services relating to start and end times and intermissions;

- Facilitate communication between Music Director, senior management, Union, Orchestra Committee and individual Musicians; post, distribute and announce information and changes as they occur;
- Be available to Musicians and staff, responding to communications in a timely manner;
- Ensure proper handling of orchestra disciplinary issues in compliance with the CBA and in coordination with the Music Director and senior management;
- Assist in coordinating/communicating details related to Musician travel for run-out and tour services, including transportation, room assignments, itineraries and per diem payments;
- Manage distribution of comp tickets to the orchestra;
- Perform other duties as requested, assigned or needed.

Qualifications:

- Bachelor's degree in music with a minimum of three years' experience in orchestra personnel management;
- Possess a passion for extreme attention to detail;
- Possess strong written, and interpersonal communication skills;
- Experience working with the American Federation of Musicians (AFM);
- Self-motivated, with the ability to manage own time;
- Possess strong personal integrity with the ability to handle sensitive and confidential information;
- Experience in use of performing arts technology systems such as OPAS;
- Proficiency with Office software including Outlook, PowerPoint, Word, and Excel;
- Must have a positive attitude and be able to work as part of a high-functioning team;
- Must possess the ability to stay calm, think clearly, and maintain a professional demeanor under pressure;
- Must possess knowledge and love of classical music and a respect for the artistic temperament;
- Ability to maintain a sense of humor when the going gets tough.

Job Type: Full Time, Exempt

Compensation: Compensation will be both competitive and commensurate with experience. Good benefits package, including 401(K) and health insurance.

Application Procedure:

Please send cover letter and resume no later than August 23, 2019 to:

EJeanette@PacificSymphony.org

or by U.S. Post to:

Eileen Jeanette
17620 Fitch, Suite 100
Irvine, CA 92614

No phone calls, please

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Pacific Symphony is an Equal Opportunity Employer.

Organizational Background:

Founded in 1978, Pacific Symphony enriches the human spirit through superior performances of classical and symphonic music. The Symphony is located in Orange County, California's second most populous county, boasting a rich arts tradition strongly supported by an engaged public. The region is a major tourism area and business hub.

Pacific Symphony is a highly dynamic and innovative organization, led artistically by Music Director Carl St.Clair and operationally by President John Forsyte. It presents more than 100 concerts annually and serves 250,000 community members each year. The Symphony is nationally and internationally recognized for performance excellence, strong community engagement through education and other programming and for commissioned new works by contemporary composers. Pacific Symphony twice received prestigious ASCAP Awards for Adventuresome Programming. Pacific Symphony's Class Act elementary school enrichment program has been honored by the National Endowment for the Arts.

Resident for much of the year at the renowned Renée and Henry Segerstrom Concert Hall, the Symphony also presents an outdoor summer series at Pacific Amphitheatre. In the 2019-20 season, Music Director Carl St.Clair will be celebrating his 30th anniversary with Pacific Symphony, while Principal Pops Conductor Richard Kaufman is celebrating his 29th season leading the Pops series. The Symphony has eighty-three regular members of the orchestra, and employs an administrative staff of approximately fifty.

www.PacificSymphony.org