



## **BOZEMAN SYMPHONY**

Norman Huynh, Music Director

### **Orchestra Personnel Manager – Position Description**

The Bozeman Symphony is looking for an Orchestra Personnel Manager. With a mission to engage, unite, and uplift the human experience through music, the Bozeman Symphony presents a repertoire of symphonic and choral music for the benefit of audiences, students, and musicians in south-central Montana each year. Performances and events include our Classical subscription series, Choir series, Bozeman Symphony Presents series—performances aimed at engaging and attracting new audiences, and Current Commotion—an experimental music series that allows the Bozeman Symphony to be on the cutting edge of our industry. The Bozeman Symphony Orchestra and Symphonic Choir have established themselves as significant cultural icons in Montana, whose history is marked by artistic excellence. Our future is dependent upon maintaining a skilled and motivated orchestra whose members bring symphonic music to life.

**General Summary:** The Orchestra Personnel Manager is responsible for administering the personnel of the orchestra. This includes the preparation and maintenance of payroll and other records, scheduling of musicians, hiring of substitute and extra musicians, and coordination of auditions. The Orchestra Personnel Manager serves as the main liaison between the staff and the musicians of the orchestra and choir. The Orchestra Personnel Manager works closely with the Music Director, Choir Director, and artistic staff on the hiring of musicians, substitutions, or changes in the roster.

**Breakdown of Duties and Responsibilities:** As directed by the Executive Director and in coordination with the Music Director.

#### ***Orchestra and Choir Personnel***

- Serve as the primary point of contact for communication between the staff and all orchestra and choir musicians.
- Maintain orchestra roster of “core” players, share and update musician information.
- Maintain a roster of choir musicians each season.
- Maintain a select list of players suitable for hire as extras or substitutes.
- Secure instrumentation needs of each piece performed.
- Prepare and distribute musician contracts each season. Distribute and collect information related to employment including employment paperwork, Musician and Choir Handbooks, and acknowledgment forms.



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- Hire extra and substitute musicians, consistent with the orchestra's artistic standards and Music Director's guidelines, as necessitated by repertoire and player absences.
- Collect absence requests, obtain approval from the Music Director, and communicate approval status with musicians.
- Coordinate traveling orchestra member accommodations as needed.
- Inform the Librarian and section principals of hired musicians promptly.
- Work with the Orchestra and Choir Committee, via the Executive Director to ensure that our current Policies and Guidelines are followed.
- Organize nominations and elections of the Orchestra and Choir Committee as outlined in the Musician's Handbook.
- Help promote positive relations between musicians and the Board and executive leadership.
- Work closely with executive leadership to share information and discuss personnel issues related to musicians.

### ***Rehearsals and Performances***

- Provide fifteen-minute calls for rehearsals and notify musicians of the start and close of rehearsals. Supervise and recommend appropriate breaks.
- Log significant events in connection with rehearsals or concerts such as complaints, tardiness, failure to wear the appropriate dress, etc.
- Respond to conductor and musician requests, problems, and issues in a manner consistent with past practice, and standards; communicate such events to the Music Director and Executive Director as soon as possible.
- Ensure the best possible physical working conditions for musicians in all situations.
- Coordinate changes in seating and engagement of last-minute Music Director-approved substitutes due to unscheduled absence or tardiness.
- Make personnel announcements at rehearsals as required.

### ***Scheduling***

- Ensure the posting and distribution of service schedules and personnel updates to all participating musicians, including updating the online Musician's Portal.
- Distribute the service calendar, and all notifications of changes to that calendar, to musicians promptly.



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### ***Payroll***

- Ensure that musicians receive timely and accurate compensation by keeping accurate payroll records.
- Provide payroll information to the Executive Director and the Bookkeeper promptly.
- Complete attendance sheets for each service.
- Collect mileage forms and flight receipts for travel reimbursement.
- Secure all necessary approvals for personnel payment; ensure timely distribution of checks; resolve all financial discrepancies with the Executive Director.

### ***Auditions***

- Work with the Music Director and Choir Director to determine and coordinate the audition process for the replacement or addition of permanent orchestra and choir musicians.
- Advise staff and the Orchestra Committee regarding the audition process.
- Secure candidate requirements, audition schedules, and music selections from principals.
- Initiate appropriate recruiting strategy (such as placing ads, phoning candidates, maintaining, and updating candidate lists, and providing solicitation letters).
- Communicate audition information to candidates.
- Send substitute list auditions to section principals and Music Director for review.
- Communicate substitute list audition requirements and results to online applicants.
- Schedule auditions, consistent with past practice, Audition Committee instructions, appropriate laws, management standards, and musician policies.
- Greet candidates and appropriately represent the Bozeman Symphony.
- Proctor auditions, record the results, and communicate decisions to candidates.

### ***Administrative/Budgeting***

- Communicate regularly with musicians each concert cycle (scheduling, announcements, instructions) using the appropriate communication channel (by phone, email, posting to the musician's website).
- Assist with the development of budget projections for orchestra and choir musician expenses.
- Adhere to financial budgeting limits prescribed in all areas of responsibility, including audition expenses, travel expenses, doubling fees, extra players, etc.
- Provide personnel list for concert programs.



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- Draft recommendations, correspondence, and meeting agendas as assigned by the Executive Director.
- Serve as part of the artistic planning team in coordination with artistic staff, Executive Director, and Music Director.

### **Qualifications:**

- Bachelor's degree in music and/or arts management or 1-3 years of relevant experience working with a symphony orchestra
- Strong organizational skills and attention to detail with a high degree of accuracy are essential.
- Excellent written and verbal communication skills and the ability to interact effectively with a wide variety of people.
- Ability to meet deadlines, often under pressure.
- Ability to prioritize tasks in accordance with established deadlines.
- Familiarity with orchestral instruments.
- Excellent computer skills including proficiency in Microsoft Office Suite.
- Have a very high level of personal and professional integrity and trustworthiness.
- Have a strong work ethic and require minimal direction.
- Work well independently as well as part of a team.
- Ability to be a self-starter, learn quickly, problem solve, and possess a "can-do" attitude.

**Compensation:** \$40,000 - \$50,000 commensurate with experience

**Job Type:** Full-time

**Hours:** 9:00 a.m. – 5:00 p.m. Monday – Friday, PLUS availability to oversee rehearsals, concerts, and auditions that take place in the evenings and on weekends.

**Benefits:** Paid vacation; Paid Holidays (including Fridays off following performance weekends at Willson Auditorium); Paid sick days; medical, dental, and vision insurance; Simple IRA after one year; Complimentary tickets to performances and events (when available); flexible schedule (when available).

**To Apply:** Please submit your cover letter and resume to [employment@bozemansymphony.org](mailto:employment@bozemansymphony.org). The position is open until filled; prioritizing materials submitted by April 24<sup>th</sup>, 2024. Submissions without the requested materials will not be reviewed. *The Bozeman Symphony is an Equal Opportunity Employer.*