

# LANSING SYMPHONY ORCHESTRA

## LANSING SYMPHONY ORCHESTRA JOB DESCRIPTION

**JOB TITLE:** Orchestra Personnel Manager

**DATE:** June 2017

**REPORTS TO:** Director of Finance & Operations; responsive to the Music Director, Concertmaster and Principal Players

**JOB SUMMARY:** The Orchestra Personnel Manager is responsible for administering the personnel of the orchestra. This includes application of the master agreement, preparation and maintenance of payroll and other records, scheduling of musicians, hiring of substitute and extra musicians, and assisting in the coordination of auditions. The Personnel Manager serves as a liaison between the conducting staff and musicians; and the administrative staff and musicians.

### **JOB DUTIES AND RESPONSIBILITIES:**

#### **Orchestra Personnel**

- Hire appropriate musicians based on instrumentation provided by Music Director and Director of Finance and Operations. Confirm with the librarian instrumentation needs of each piece performed and should changes arise to the instrumentation throughout the season notify the Director of Finance and Operations immediately.
- Hire extra and substitute musicians, consistent with orchestra's Master Agreement, as necessitated by repertoire and player absence.
- Provide all hired musicians with proper paperwork and once completed send to the Director of Finance and Operations.
- Maintain list of players suitable for hire as extras or substitutes. Lists should be updated yearly, confirmed by the Music Director and Principals of each section and be accessible to LSO Administrative Staff.
- Ensure that regular musicians, extra and substitute players receive timely and accurate compensation; track payroll variations including but not limited to: doubling, extra services, and overtime, and submit to Director of Finance & Operations one day prior to each performance.

- Communicate (email or USPS mail if email is not available) to musicians pertinent information as needed or directed by LSO Administrative Staff. Copy Director of Finance & Operations on all correspondence to musicians.
- Issue annual Letters of Agreement and track responses with supervision from the Director of Finance and Operations.

### **Rehearsals & Performances**

- Attend all rehearsals and performances. In the event of an unavoidable absence work with Director of Finance & Operations to ensure that duties are covered.
- Provide five-minute call for the start of rehearsals and following the break, notify conductor of the start and close of rehearsals. Inform guest conductors of time limitations and rehearsal breaks.
- Inform Director of Finance & Operations in writing of significant events in connection with rehearsals or concerts such as complaints, tardiness, inappropriate dress, and any venue issues.
- 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 practice, Master Agreement, and Lansing Symphony's standards; communicate such events to the Director of Finance & Operations as soon as possible for collaboration and if needed final approval of action to be taken.
- Coordinate with Music Director and Principals on changes in seating, on-call musicians, and engagement of last-minute substitutes due to unscheduled absence or tardiness.
- Make announcements at rehearsals as required. Share announcements with Director of Finance & Operations as needed.
- Advise the Executive Director regarding the interpretation of and adherence to all contracts consistent with general professional orchestra practice, Lansing Symphony policy, the Master Agreement, and individual musicians' contracts.

### **Auditions**

- Work with Director of Finance & Operations and assist in coordinating the audition process for the replacement or addition of regular orchestra musicians.
- Assist in the audition process, record the results, and along with the Director of Finance & Operations communicate decisions to candidates in a professional manner.

- Issue individual musician contracts to all newly hired musicians.

### **Administrative**

- Assist with the development of budget projections for orchestra musician expense.
- Adhere to financial budgeting limits prescribed in all areas of responsibility, including audition expenses, doubling fees, extra players, overtime, premium pay, etc.
- Provide roster to the Director of Finance & Operations four weeks prior to concert so stage diagrams can be finalized.
- Confirm final roster to Director of Finance & Operations 7 days prior to concert.