



POSITION DESCRIPTION

Position Title: Orchestra Personnel Manager
Status: Contract, Part-Time
Reports to: Chief Operating Officer

Position Summary:

The Orchestra Personnel Manager is part of the Operations Team responsible for hiring musicians, coordinating concert payrolls, ensuring the accurate and timely communication of information to musicians, and promoting the general welfare of the Orchestra.

DUTIES AND RESPONSIBILITIES

- Hire contract musicians in accordance with the Master Agreement and substitute/extra musicians in consultation with the Music Director and section Principals, as determined by the repertoire and approved by the budget.
- Prepare and submit reports and documentation to Union as required by the Master Agreement.
- Ensure that musicians have accurate and timely information through concert memos, Symphony Organizer, and other communication platforms as appropriate.
- Coordinate auditions for open positions and sub list and serve as proctor for auditions.
- Participate in concert management as required; take attendance, provide five-minute calls, address musician and conductor issues, make personnel announcements and ensure compliance with the Master Agreement.
- Provide necessary payroll information following each set; ensure accuracy and verify changes for overtime, doubling, etc., as well as deductions; collect employment paperwork.

REQUIRED SKILLS AND EXPERIENCE

- Passion for and familiarity with symphonic music
- Excellent interpersonal, teamwork and time management skills
- Extraordinary diplomacy and discretion
- Experience with databases helpful
- Ability to maintain an engaging and positive attitude during high pressure situations
- Must be able to work evenings and weekends

SALARY AND BENEFITS

\$10,000 annual contract fee. Benefits include free concert tickets and downtown parking.

ABOUT ORCHESTRA IOWA

Founded in 1923, Orchestra Iowa is widely recognized as the state's premier symphony orchestra. Its 68 professional musicians showcase their artistic excellence through more than 180 classical, ballet, opera, popular, chamber and educational performances each season, many of which are heard on Iowa Public Radio and seen on Iowa Public Television.

APPLICATION PROCEDURE

To apply, please submit cover letter, resume, and three references via email to eorht@orchestraiowa.org. No phone calls please.