



Manager of Orchestra Personnel

Colorado Symphony Association (CSA) | Job Description

Title: Manager of Orchestra Personnel
Department: Artistic - Personnel
Reports To: Director of Orchestra Personnel
Classification: Full Time, Salaried

Position Profile

The Manager of Orchestra Personnel works in conjunction with the Director of Orchestra Personnel to oversee all aspects of the Colorado Symphony Association musicians. This position works to implement the collective bargaining agreement and works collaboratively with all CSA departments to set goals, objectives, and strategies that further the CSA's mission.

Essential Duties and Responsibilities

Assist in orchestra personnel management

- a. Ascertain orchestra complements (including subs/extras) required and ensure complements are in place for appropriate services.
- b. Works closely with the Artistic staff to be certain that contract requirements regarding scheduling, seating, musicians' time off, are fulfilled.

Administration

- c. Processes musician payroll.
- d. Schedules, oversees and manages all musician auditions.
- e. Extensive record-keeping to ensure accuracy of attendance records and individual musician's work history.
- f. In charge of on-boarding substitute/extra musicians.

Contracts

- g. Issues and tracks contracts with substitute musicians.

Auditions

- h. Organize and manage all national and local auditions.
- i. Works to maintain sub list and any necessary sub list or local auditions.

Development/Education/Community Engagement

- j. The main point person to work with Development/Education departments to engage musicians for events that fall outside of the orchestra service schedule.

Budget and Planning

- k. Assist in the development and management of the orchestra personnel budget in accordance with guidelines set by the Chief Operating Officer.

Payroll

- l. Assist the Director of Personnel in preparing and submitting all payroll information for musicians to finance.

Other duties and responsibilities as requested and/or assigned.

Qualifications and Capabilities

- Required:
 - Bachelor's degree
 - 3+ years working in the orchestral field
 - Excellent written, verbal and analytic skills.
 - Ability to create and improve operation efficiency.
 - Exceptional interpersonal skills, both in person and/or phone, with guest artists, management, patrons and musicians.
 - Robust evening and weekend hours required – the schedule mirrors the orchestra working hours.
- Preferred
 - Bachelor's degree in music, arts administration, or similar.
 - 5+ years working in arts management with a proven track record of successfully collaborating with professional classical musicians.
 - A knowledge of music and performing arts.
 - Knowledge of concert productions of current trends in symphony arts.
 - Ability to deal with wide-ranging personalities in a tactful and mature manner.
 - Proficient use of Microsoft office software.
 - Knowledge of orchestral repertoire.
 - Transportation with your personal vehicle necessary to attend off-site events.
- Physical Capabilities
 - Must be able to handle the physical demands commensurate with an active administrative position, including lifting up to 25 lbs. of equipment

Compensation and Benefits

- Salary range \$55,000-\$60,000 commensurate with qualifications and experience.
- The CSA offers a competitive salary and provides excellent benefits to all full-time employees including:
 - Health insurance – three options to choose from (PPO Base, High Deductible (both 100% employer paid for employee only), or Buy-Up); all at low cost to the employee;
 - Dental, Vision, Voluntary Life/Accident/Critical Illness/Hospital Indemnity, and Identity Theft Insurance;
 - Paid Family and Medical Leave, 50% Employer paid;
 - Short-Term and Long-Term Disability Insurance, 100% Employer paid;
 - Health Savings Account and Flexible Spending Accounts, including Medical and Dependent Care, Employee Assistance Program, and Personal Loan Program;
 - Paid time off - vacation, sick leave, seven National holidays, and five floating holidays;
 - A 403(b) plan;
 - Discounted tickets to CSA concerts;
 - Work from home flexibility

How to Apply

Submit a cover letter and resume to jobs@coloradosymphony.org. Please put Manager of Orchestra Personnel in the subject line of your email. No phone calls please.

The Colorado Symphony Association an Equal Opportunity Employer.