



Oakland Symphony Orchestra Personnel Manager

THE ORGANIZATION: Oakland Symphony strives to enrich the city's cultural life by championing symphonic music performance and music education. It is a leading regional performing art organization that is nationally known for its inclusive programming and connection to the community

JOB 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 Personnel Manager serves as a liaison between the conducting staff and musicians; the administrative staff and musicians; and the management and the musicians. The OPM has an open line of communication directly with the Music Director and Director of Operations on the hiring of musicians, substitutions, or changes in the roster.

JOB RESPONSIBILITIES/ DUTIES

- Maintain a friendly and positive environment for the musicians of the orchestra, fostering and encouraging open communication between the orchestra and management.
- Send out individual musician contracts and availability sheets for the season.
- Maintain orchestra roster of permanent players, share and update musician information with the OS office.
- Determine and approve leave-of-absence requests for the season (with approval of Music Director).
- At the end of each year, update personnel list of the orchestra and inform Music Director of tenure decisions that need to be made.
- For reduced orchestra jobs, rotate work among non-principal members of the orchestra.
- Keep records of participation for each contracted orchestra member (50% participation requirement for subscription set services offered over two-year period).
- Maintain records of the sub lists provided by section leaders of the orchestra (and approval of the Music Director). Use these lists for hiring of substitute musicians in accordance with the CBA.
- Hire musicians, including substitute and extras, for concert sets after determining personnel requirements for the concert program. Send out set information to musicians. Compile the payroll at the end of the set. Collect tax (W-4) and employment eligibility (I-9) information from new musicians or those with changes.
- Ensure the smooth running of all orchestra services in accordance with the CBA.
- Create, manage, and post musician rosters in accordance with CBA requirements.
- Cover orchestra services, ensuring that rehearsals, performances and media services begin and end on time, and proper intermission requirements are met. Announce and document overtime, as necessary. Record attendance at each service and communicate personnel-related information to conductors, as appropriate as well as intermission requirements.
- Manage the tracking and reporting of electronic media payments made to the orchestra.



- Maintain orchestra backstage bulletin board.
- Manage email communications to the Orchestra from other Oakland Symphony departments, including musician memos.
- Maintain string rotation schedule.
- Organize and maintain musician databases.
- With the Director of Operations Coordinate Oakland Symphony auditions; oversee all aspects of the auditions through the completion of the auditions.
- Participate in production meetings.
- Determine and assign/hire musicians for non-orchestra events, including, but not limited to, Audience Development Services, donor or subscriber cultivation, board meetings, education, and pre- or post-concert activities.

Required Knowledge, Skills and Abilities:

- Exceptional interpersonal skills, including the ability to communicate calmly and professionally in high pressure situations
- Ability to anticipate and resolve issues creatively, demonstrating leadership and teamwork
- Capacity to build and maintain trust and confidentiality, exercising objectivity, discretion and tact
- Ability to successfully prioritize workload and multitask in a fast-paced environment
- Exceptional attention to detail and accuracy in work
- Ability to interpret and administer negotiated collective bargaining agreements and individual contracts
- Experience preparing complex orchestral payroll including overtime, allowances and additional payments
- In-depth knowledge of California Human Resources concepts including sick leave and leaves of absence
- preferred
- Strong computer skills, including experience with Microsoft Office. Working knowledge of orchestra management systems and databases is an advantage.

General Requirements:

- Available to work regular business hours and maintain a presence at many rehearsals and performances, including nights and weekends
- Ability to travel with the orchestra as required
- Able to sit or stand for long periods of time
- Able to pick up and move a minimum of 20 lbs.
- Mobility both on and off the stage and in crowded spaces in both indoor and outdoor venues
- Able to negotiate stairs and to move freely about the stage and backstage at any time

COMPENSATION

- \$24,000 per year, part-time, non-exempt
- Remote work opportunity with all rehearsals/concerts required in person. Flexible schedule

To Apply: Please fill out the application form and submit a cover letter, resume, and references to Sara Vreeland, Director of Operations, at jobs@oaklandsymphony.org. Application open until filled.