



JOB DESCRIPTION

Assistant Personnel Manager

The Assistant Personnel Manager will serve in support of the Personnel Manager and Artistic Operations team, working most closely with the Personnel Manager but reporting to the Director of Operations.

BASIC FUNCTIONS

1) Orchestra Personnel administrative support, in collaboration with the personnel manager

Create and maintain season roster templates, weekly schedules, concert email lists, contract and onboarding information, travel policy, musician leave requests, sub and extra information, and additional documents as necessary. Prepare and deliver printed materials. Coordinate musician instrument insurance and hotel or travel for subs and extras as dictated by the travel policy. Assist library in music distribution for subs and extras, as well as bowing parts as requested. Manage google calendar by updating PDFs and schedules as they change.

2) Maintain knowledge of the inner workings of the personnel department

Be prepared to step in as personnel manager as needed. Duties include be the first point of contact for personnel issues at services, aid in personnel assignments, process of seated rosters, string rotation and seating charts, and documentation of attendance and leave. Identify and hire extra/substitute musicians in collaboration with principals and Music Director. Generate, administer, and track musician payroll.

3) Ensure CBA compliance

Maintain deep understanding of the work rules outlined in the Collective Bargaining Agreement. Attend orchestral services as needed to ensure those rules are complied with at all times. Maintain close relationship with the Union Steward to foresee any issues before they arise.

4) Lead coordination of orchestral auditions

Communicate with the Audition Committee, candidates and Music Director, and Librarian regarding audition scheduling, repertoire, advertisements and recruitment. Oversee planning and execution of all aspects of auditions.

PREFERRED QUALIFICATIONS AND CAPABILITES

- Working knowledge of classical music and symphonic repertoire, instrumentations, and related doublings
- Knowledge of industry practice related to orchestra personnel operations. Sensitivity to the needs of artists.
- Previous experience with CBA implementation, contract negotiations and union relationships a plus
- Self-starter with proven leadership skills. Must be organized and have the ability to multi-task and prioritize
- Ability to implement process and proactively execute projects from conception to completion
- Utmost professionalism and confidence in dealing with sensitive interpersonal issues
- Demonstrated fiscal responsibility and strong attention to detail
- Can-do attitude with the ability to act calmly in stressful situations. Work creatively when resolving issues
- Excellent interpersonal skills and patience. Ability to communicate effectively.
- Excellent computer skills including knowledge of Microsoft Office with a fluid ability to manipulate spreadsheets and process financial data. Willingness and aptitude to learn new software as required
- Demonstrated superior written and verbal communication skills
- Bachelor's degree or equivalent experience; music degree a plus

This a full-time exempt position, year-round with benefits, requiring evening and weekend hours without additional pay. Accessibility during standard business hours and orchestra services times is expected. This position requires flexibility to take on responsibilities not outlined above, as staff rotation requires.

For best consideration, qualified applicants should submit a cover letter and resume to apmsearch@floridaorchestra.org by June 30, 2022.