



## **ASSISTANT ORCHESTRA PERSONNEL MANAGER**

### **Orchestra Personnel Department**

#### **JOB SUMMARY**

The Assistant Orchestra Personnel Manager assists the Orchestra Personnel Manager as the administrator of the San Francisco Symphony Orchestra's collective bargaining agreement; acts as liaison between management and orchestra; serves as resource and counsel for Orchestra musicians; ensure consistency between the San Francisco Symphony's stated values and its relationship with the musicians.

The Assistant Orchestra Personnel Manager reports to the Orchestra Personnel Manager and supervises the Orchestra Personnel Administrator in the absence of the Orchestra Personnel Manager.

#### **RESPONSIBILITIES**

- Coordinates and supervises auditions. Works closely with the Orchestra Personnel Administrator to organize and implement a smooth audition process including plan the annual audition calendar, advertise, process applications, and screen all resumes and tapes.
- Payroll and attendance. Tracks attendance and partners with the Manager to complete, review and sign off on the weekly payroll. Ensures compliance with all appropriate contracts. Takes attendance of orchestra during rehearsals and concerts as needed.
- Engages substitutes and extras as needed. Charts season instrumentation to find number of subs/extras to be hired.
- Shares the responsibility of attending rehearsals and concerts with the Orchestra Personnel Manager.
- Provides information for the annual budget process.
- Responsible for instrument insurance changes, quarterly audits, annual billing, and updating Instrument Insurance database. Processes instrument insurance for all tours.
- Participates in all relevant Orchestra and Staff meetings such as Players Committee and Music Advisory Committee, and Review Meetings.

- Actively seeks to improve upon process and makes suggestions for policy changes to the Manager.
- Backs up the Orchestra Personnel Manager in the following areas:
  - As an advocate for the musicians, serves as liaison between management and Orchestra members and committees; resolves personnel issues, both contractual and personal.
  - Supervises String Rotators and Principals to ensure the appropriate size orchestra is on stage at all times.
  - Coordinates Float, Relief and Option Weeks as well as Personal Leave Services and Leave without Pay.
  - Coordinates Orchestra payroll information.
  - Informs visiting conductors of work rules, illnesses and related issues.
  - Communicates Orchestra set-ups and section sizes to the Technical crew and Librarians.
  - If Orchestra Personnel Manager is unable to travel with the Orchestra on tour, the Asst. Manager will go on tour.
  - Maintains communication with Employee Benefits Manager regarding leave status of musicians including workers' compensation, personal disability, and unpaid leaves.
  - Interacts with musicians on scheduling and related issues. Works with the Human Resources Director on more serious employee relations issues.

### **QUALIFICATIONS**

- Must have a minimum of two years as a performer in a professional orchestra and/or experience in orchestra personnel administration
- Minimum of 5 years of supervisory experience
- Ability to read and interpret labor contracts
- Knowledge of/sensitivity to personnel policies and practices
- Mathematical aptitude and computer literacy.
- Possess excellent interpersonal and leadership skills
- Ability to anticipate and resolve issues creatively; organizing and planning strengths, and the ability to establish and maintain trust and confidentiality.
- Must be able to balance multiple priorities in situations where artistic, human and financial variables may conflict
- Tact and patience are also necessary attributes for success.

### **APPLICATION INSTRUCTIONS**

Please send a resume and a personalized cover letter explaining why this job is a perfect fit for you. Please include "Job Code: AOPM" in your submission.

E-Mail (Preferred): [jobs@sfsymphony.org](mailto:jobs@sfsymphony.org)

Fax: (415) 863-5297

Mailing Address: San Francisco Symphony  
Human Resources Department  
Davies Symphony Hall  
San Francisco, CA 94102  
Job Code: AOPM

**NO PHONE CALLS PLEASE**

For more details, please visit our web site at [www.sfsymphony.org](http://www.sfsymphony.org).

Deadline to apply: **Position open until filled**

### **BACKGROUND**

The San Francisco Symphony, under Music Director Michael Tilson Thomas, is one of the country's leading orchestras. Founded in 1911, the Symphony performs over 220 concerts each year for an audience of over 600,000. Symphony concerts are broadcast around the world on more than 215 radio stations. The Symphony has its own recording label, SFS Media, and its recordings have won some of the world's highest honors. Its multimedia initiative, *Keeping Score*, is reaching millions of people with television and radio broadcasts, DVDs, and an interactive Web site. The Orchestra tours extensively throughout Europe, Asia, and the United States, and its outstanding artistic reputation enables it to attract the world's finest guest artists and conductors to Davies Symphony Hall. Over 70,000 young people are served each year by the Symphony's numerous education programs, including its internationally renowned Youth Orchestra and Adventures in Music (AIM), which reaches every 1<sup>st</sup> through 5<sup>th</sup> grader in San Francisco's public schools. The organization is led by President John Goldman and Executive Director Brent Assink.

The San Francisco Symphony's mission is to set the highest possible standard for excellence in musical performance at home and around the world; enrich, serve, and shape cultural life throughout the spectrum of Bay Area communities; and maintain financial stability and gain public recognition as a means of ensuring its ability to fulfill its mission.

The San Francisco Symphony is an Equal Opportunity Employer.