



# Orchestra Personnel Manager

## Summary (of Position)

The Orchestra Personnel Manager hires the musicians for services of the Oakland Symphony. Working closely with the Music Director, the Personnel Manager determines the musician requirements for each service and hires the required personnel. Reports to General Manager.

## Essential Duties and Responsibilities:

- Send out individual musician contracts and availability sheets for the season.
- Determine and approve leave-of-absence requests for the season (with approval of Music Director).
- Determine the vacant positions in the orchestra and schedule auditions for those positions. Organize and announce the audition.
- 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).
- Keep 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. Periodically update the lists.
- Assist with office tasks. Fill out EDD (unemployment) audit forms, assist with cost estimates for sets.
- Hire musicians 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.
- Attend each contracted service for which musicians have been hired via the Personnel Manager.

## Education and/or Experience:

Experience as a professional orchestra musician important. Proficient with the computer (word processing and spreadsheet experience).

## Skills/Characteristics:

Interpersonal skills very important. Highly organized. Patience.

## Other Qualifications:

The Personnel Manager serves as a bridge between management and the orchestra. He/she is in a dual role. It is important to keep management up to date on the orchestra and any problems that need to be addressed.

## To Apply:

Please send cover letter and resume by May 1 to:

Maya Rath, General Manager  
Oakland Symphony  
1440 Broadway, Suite 405  
Oakland, CA 94612

Or send an email with the subject "Personnel Manager" to: [mrath@oaklandsymphony.org](mailto:mrath@oaklandsymphony.org)