



Oakland Symphony Orchestra Personnel Manager

The Oakland Symphony is seeking an Orchestra Personnel Manager to join a dynamic team that prioritizes artistry, education, diversity, equity, and access for audiences, staff and musicians.

THE ORGANIZATION

The Oakland Symphony aspires to be a leader in Oakland's continuing transformation – as an inclusive and celebratory institution championing the expansion and recognition of Oakland's unique cultural presence through symphonic music and choral performance and education. We seek an Orchestra Personnel Manager who prioritizes a diverse, equitable, and inclusive environment and is passionate about increasing the accessibility of the Oakland Symphony's programming.

POSITION SUMMARY

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, hires the required personnel and serves as a bridge between management and the orchestra.

Reports to: Executive Director

Key Working Relationships: Music Director
Operations/production staff
Librarian
Orchestra members & substitutes

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Read, understand, and abide by all terms set forth in the Collective Bargaining Agreement.
- 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.
- Send out individual musician contracts and availability sheets prior to each 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 sets, 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).
- Regularly maintain substitute lists provided by section leaders of the orchestra (with approval of the Music Director). Use these lists for hiring substitute musicians.
- Fill out EDD (unemployment) audit forms.
- Assist with annual budgeting by providing musician cost projections per instrumentation as needed.
- Attend each contracted service for which musicians have been hired via the Personnel Manager.

QUALIFICATIONS

- 3+ years of experience as a professional orchestra manager.
- Experience as a professional orchestra musician important.
- Strong computer skills required.
- Proficiency in Microsoft Office Suite and Google Suite required.
- Strong social and interpersonal skills.
- Superb written, verbal, and organizational skills.

ATTRIBUTES

- Attention to detail, adherence to deadlines and ability to prioritize.
- Driven and focused problem solver who works with urgency.
- Sense of humor.

TO APPLY

Please submit a cover letter and resume along with a list of references to jobs@oaklandsymphony.org.

Position open until filled.