

JOB DESCRIPTION

Classification:	ORCHESTRA PERSONNEL MANAGER & YOUTH ORCHESTRA MANAGER
Department:	Artistic
Last Revision Date:	May 5, 2022
FLSA Status:	Exempt FULL-TIME POSITION
Salary/Benefits:	Competitive

Position Summary:

The Orchestra Personnel Manager and Youth Orchestra Manager is an integral member of the Billings Symphony artistic operations staff and Youth Orchestra staff, contributing to the creation of exceptional symphonic music presentations, patron experiences, and education excellence. The Orchestra Personnel Manager works directly with Orchestra musicians and has a strong understanding of the Master Agreement (MA) and can make hiring and payroll decision within the MA guidelines. This position will oversee Orchestra personnel, administration of the MA, prepare payroll, scheduling, contract musicians, hire substitute and extra musicians, coordinate auditions, address musician personnel issues, and serve as a liaison between musicians and the Music Director, guest artists, and administrative staff. The Youth Orchestra Manager works directly with the Youth Orchestra Conductors, students, parents, and advisory committee.

General Responsibilities:

- Responsible for the day-to-day operations and administration of the Orchestra Personnel & Youth Orchestra Office, including communication with other Billings Symphony departments regarding Orchestra issues and maintaining ongoing supportive and informative relationships with all Billings Symphony members, conductors, and staff.
- In cooperation with the Music Director and Manager of Artistic Operations, ensure smooth operation of all orchestra activities involving Symphony musicians in compliance with the Master Agreement, including communicating and coordinating as needed with Production team, Music Librarian, and other administrative staff.
- Participate in production, artistic staff meetings, and administrative staff meetings.
- Facilitate communication between Music Director, Executive Director, Orchestra Committee, Musician Board Members, and individual musicians; post, distribute, and announce information and changes as they occur; be available to musicians and staff, responding to voicemail and email in a timely manner.
- In cooperation with other department staff, secure musician needs for education and community programs, and development fundraisers, and hire musicians in alignment with the Master Agreement.
- Prepare weekly payroll documents and budget projections related to the Orchestra, extra musicians, overtime, doubling, radio broadcasts and recording sessions, auditions, etc.
- Align with musicians on housing and coordinate homestays and/or hotel rooms.
- Determine homestay hosts and their availability to host musicians.
- Coordinate orchestra travel for run-out and tour services, including transportation, room assignments, itineraries, and organization of per diem payments.
- Represent the orchestra at venues in the event administrative personnel are delayed or absent.
- Provide support for the Manager of Artistic Operations.
- Submit expenses reports to Manager of Artistic Operations & Financial Department.

Hiring/Master Agreement:

- Distribute the season calendar and weekly orchestra schedule; distribute information regarding rehearsal orders, service locations, instrumentations, and dress; prepare musician rosters and hire needed substitute and extra musicians; communicate information to music library and stage crew.
- Consult String Principals, Music Director, and Librarian as needed regarding seating assignments and implement in a timely manner.
- Maintain consistent communication and coordination with the Payroll Department as outlined in the Master Agreement.
- Issue individual musician contracts, calculating salary and tenure increases each year; track special provisions; distribute and collect contracts by appropriate deadlines; manage tenure review process; maintain personnel records and provide appropriate information to the Director of Artistic Operations.
- Maintain required instrumentation on stage. Coordinate information with Library, Artistic, and Production teams.
- Maintain and update player database.

- Document and oversee musician disciplinary issues and conflicts and enforce any necessary corrective behavior or plans of action in accordance with the Master Agreement.
- Participate as liaison between Billings Symphony administration and Orchestra members in Master Agreement negotiations.
- Manage all auditions for open core positions, and substitutes.
- Oversee execution of audition process, includes the review audition applications, assemble audition committees, prepare national advertisements, compile audition requirements, and coordinate candidate registration.
- Research, identify and recruit musicians for auditions and the substitute list, while adhering to the Master Agreement.

Youth Orchestra Responsibilities

- Facilitate communication between conductors, parents, and students; post, distribute, and announce information and changes as they occur; be available to responding to voicemail and email in a timely manner.
- Act as a liaison with the Youth Orchestra advisory committee and other Billings Symphony departments.
- Monitor Youth Orchestra revenue streams. Including earned and contributed revenue, student registration process and tuition payments.
- Provide technical support for registration and tuition payments.
- Maintain & order music for Youth Orchestra music library.
- Hire coaches for sectionals as requested by Youth Orchestra Conductors.
- Spearhead and facilitate recruitment efforts.
- Manage recruiting materials, and advertisements with Billings Symphony marketing.
- Provide updated documents and information for website.
- Stage and facilities management for Youth Orchestra concerts.
- Coordinate summer Fiddlers projects, and other community engagement events as needed.
- Submit bi-weekly payroll for Youth Orchestra Conductors and additional staff.

Position Qualifications:

- Minimum of two years related orchestral experience and/or experience in managing personnel is required.
- Must have a thorough knowledge of classical music and understanding of symphony orchestra structure, instrumentation, and practices.
- Must have excellent interpersonal, leadership, and organizational communication skills. The ability to respond effectively to the most sensitive inquiries or complaints and the ability to maintain strict confidentiality of personnel and benefit records are required.
- Must have the ability to successfully multi-task, monitoring several ongoing projects and deadlines at any given time and the ability to be flexible and problem-solve quickly.
- Must demonstrate meticulous attention to detail and flawless execution.
- Must be able to workdays, evenings, and weekends as required.
- The ability to operate in a PC network and familiarity with Microsoft Office Suite is required.
- The essential duties for this position require in-person interaction with staff, musicians, and stage crew.

Reports To: Manager of Artistic Operations

Works closely with: Music Director/Conductors, and other Billings Symphony artistic and administrative departments.

The Billings Symphony is the only professional symphony within a 140-mile radius. Now in its 71st season, the Billings Symphony has set the standard for outstanding symphonic concerts and outreach for more than seven decades. The Symphony serves a regional population of 250,000 and a local population of 150,000. The annual performance season includes The Classic Series and the Sukin Series. The seven-concert Classic Series is held in the newly renovated and historic Alberta Bair Theater. Our Sukin Series is a six-concert series held at smaller and more intimate venues throughout Downtown Billings. In addition, the Billings Symphony season includes two Chorale concerts, three Nutcracker performances, one free concert for underserved students, one free family concert, the annual free Symphony in the Park concert, and a variety of community engagement activities as a part of a normal Billings Symphony season. Throughout the last 15 years, the Billings Symphony reached more than 35,000 children, adults, and seniors in Billings and surrounding rural communities annually through regular performances and community engagement.

The Billings Symphony is committed to creating a diverse, inclusive, and empowering workplace. We believe that having staff, interns, and volunteers with diverse backgrounds enables Billings Symphony to better meet our mission and serve music-loving communities around the world. We recognize that opportunities in radio and other creative industries have historically excluded and continue to disproportionately exclude Black and Indigenous people, people of color, people from working class backgrounds, people with disabilities, and LGBTQ+ people. We strongly encourage individuals with these identities to apply.

Qualified candidates should submit a resume and cover letter to careers@billingsymphony.org.