



POSITION DESCRIPTION

Position Title: Orchestra Personnel Manager
Status: Full-Time, Exempt
Reports To: Vice President and General Manager

Position Summary

The Orchestra Personnel Manager is responsible for the human resource management of orchestra personnel, including overseeing application of the Master Agreement, preparing payroll, scheduling contract musicians, hiring substitute and extra musicians, coordinating auditions, addressing musician personnel issues and serving as liaison between musicians and the Music Director, guest artists and administrative staff. This position serves as an integral member of the Artistic Operations staff, contributing to the creation of exceptional symphonic music presentations and patron experiences.

Responsibilities

- Ensure that all Symphony activities are executed in compliance with the Master Agreement; ensure musician compliance with personnel policies as stated in the Orchestra Handbook.
- Develop and manage all budgets related to orchestra personnel; prepare musician payroll and ensure timely resolution of any concerns.
- Upon approval of Music Director and/or General Manager, 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 Vice President and General Manager and other departments.
- Produce the Orchestra Handbook, 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.
- Administer leave requests from musicians; develop and maintain system for tracking attendance, leave, relief, rotation and performance assignments.
- Manage all auditions for open positions; prepare national advertisements, compile audition requirements, coordinate candidate registration and oversee audition process.
- Manage orchestra rehearsals and concerts, including timekeeping of services relating to start and end times, breaks, and intermissions; ensure proper working conditions for musicians.
- Facilitate communication between Music Director, President and CEO, Vice President and General Manager, Union, Orchestra Committee 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.
- Ensure proper handling of orchestra disciplinary issues in compliance with the Master Agreement and in coordination with the President and CEO, Music Director and Vice President and General Manager.
- Oversee instrument insurance program; collect all instrument appraisals, update records of deleted instruments, file claim forms and submit to insurance company.
- Coordinate orchestra travel for run-out and tour services, including transportation, room assignments, itineraries and per diem payments.
- Attend Orchestra Committee meetings and staff production meetings as needed. Participate in negotiating committees as needed.
- Perform other duties as requested, assigned or needed.

Qualifications

- Minimum 3-5 years of experience working in the operations department of a professional orchestra, with experience working with professional musicians.
- Bachelor's degree in music or related field preferred.
- Superior communication and interpersonal skills. Must be fluent in English.
- Highly self-motivated and goal-oriented with a keen attention to detail. Ability to successfully track and appropriately respond to a large volume of information and communication traffic.
- Strong personal integrity with the ability to discreetly handle sensitive and confidential information.
- Knowledge of performing arts technology systems such as Tessitura and OPAS is preferred. Proficiency in Microsoft Office applications is required.
- Must have a positive attitude, be able to work as part of a high-performing team, possess a passion for symphonic music, a strong desire to connect it with our community, and an understanding of and sensitivity to the needs of orchestra musicians, guest artists and conductors.
- Evening and weekend work is required.

Diversity, Equity, and Inclusion

The Jacksonville Symphony is an equal opportunity employer and does not discriminate on the basis of age, race, sex, color, religion, national origin, disability, military status, sexual orientation, or any other status protected by applicable state or local law.

To Apply

Please send a cover letter and resume to hr@jaxsymphony.org with "Orchestra Personnel Manager" in the subject field. Candidates selected for further consideration will be contacted. No phone calls please.

Compensation

The Jacksonville Symphony offers a competitive salary and a comprehensive benefits package including medical, dental, disability insurance, retirement contribution and flexible paid time off.

About the Jacksonville Symphony

In its 74 seasons, the Jacksonville Symphony has brought exceptional, enthralling music to listeners in the community, across Florida and far beyond. Courtney Lewis, Music Director, takes his step on the conductor's podium for his ninth season to lead some of the world's finest musicians in performances that continue to reach new levels of artistic excellence. As one of Northeast Florida's most revered cultural institutions, the Symphony is committed to bringing the legacy of classical, pops and other genres of music to life.

Led by President and CEO Steven Libman, **the Jacksonville Symphony reaches over 113,000 individuals through over 125 performances** every season in its acoustically superior home of Jacoby Symphony Hall and in venues throughout the state of Florida. Founded in 1949, the Symphony now enjoys a national, distinguished reputation.

In its commitment to making a difference through music, the Symphony is a crucial leader in the community for introducing the joy of music to families through several programs that foster music education. The Symphony believes every child should have access to music education and serves four county school districts and over 35,000 students while offering free tickets to children under the age of 18 for selected *Florida Blue Classical* concerts. Its Jacksonville Symphony Youth Orchestras (JSYO) also serve more than 300 talented musicians from all over Northeast Florida. The six levels of ensembles within JSYO

fulfill the needs of all musicians with individualized, ability-specific instruction so students can improve their skills and maintain the highest standards of performing.

Continuing with its core belief that **music is for all**, the Symphony kicks off the season with two community concerts that are free to the public, so everyone can experience the awe and joy of a live, symphonic performance. Ensembles also tour across the region to bring the joy of music to smaller venues. **As a pioneer of Diversity, Equity and Inclusion initiatives**, the Symphony further builds upon its robust, strategic plan for DEI growth, making symphonic music reflective of and accessible to the communities it serves.

The Symphony's performance home, Robert E. Jacoby Symphony Hall, is an acoustic gem and offers an intimate and acoustically superior concert experience.

Over the years, the Jacksonville Symphony has hosted **some of the most dynamic and esteemed artists of the music world** including Isaac Stern, Benny Goodman, Duke Ellington, Marilyn Horne, Luciano Pavarotti, Itzhak Perlman, Kathleen Battle, Mstislav Rostopovich, Audra McDonald, Joshua Bell, Lang Lang, Alisa Weilerstein, Branford Marsalis, Renée Fleming and Jean-Yves Thibaudet.

The Jacksonville Symphony is a proud member of the League of American Orchestras, the Sphinx Organization's National Alliance for Audition Support and the Jacksonville Chamber of Commerce.

All parts of this mission come together to create a Symphony that enriches, uplifts and inspires lives. For more information about the Jacksonville Symphony, please like us on [Facebook](#) and follow us on [YouTube](#), [Twitter](#) and [Instagram](#).