



**Position:** Orchestra Personnel Manager  
**Department:** Artistic Operations  
**Reports to:** Executive Vice President & General Manager (EVP/GM)  
**Status:** Full-time, Exempt

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### **Job Description**

The Virginia Symphony Orchestra is seeking an Orchestra Personnel Manager to serve as the primary liaison between musicians and administration, monitoring mutual compliance with the Collective Bargaining Agreement, ensuring that all needed musician personnel are hired for services as required, and monitoring expenditures for musician services in alignment with the annual budget. The Personnel Manager also manages auditions and serves as a resource, counsel, and mediator among musicians and handles confidential personnel matters with professionalism and discretion.

#### **Principal Responsibilities:**

##### **Staffing and Managing Orchestra Personnel**

- Serve as primary point of communication between management and musicians, responding promptly to questions and requests and fostering positive and productive relationships.
- Ensure compliance with the Collective Bargaining Agreement at all orchestra services with respect to details such as start, stop, & break times, musician staffing, attendance, and seating, and posting schedules and official communications.
- Working with principal musicians and in consultation with the Music Director, maintain and update a roster of high-caliber extra/substitute musicians and facilitate recorded or live sub list auditions.
- For each program, determine requirements for extra musicians, ensure the engagement of required extra, substitute, and temporary contract musicians in accordance with the budget, confer with principals about seating, and prepare and distribute comprehensive rosters for each program, in accordance with contractual deadlines.
- Maximize efficiency in use of available rehearsal time in collaboration with conductors. Ensure OPAS is accurate and up to date and check in periodically with conductors during projects for updates.
- Maintain up-to-date and accessible reference information including rosters, rehearsal schedules, contact lists, and logistical updates. Repost, distribute, and announce information and changes clearly as they occur.
- Draft transportation schedule for runouts and tours, coordinate and communicate logistics, and provide bus monitor coverage.
- Manage musician accommodation needs in coordination with the Operations Manager.
- Collaborate with Marketing, Development, Education, and Equity & Engagement departments to engage musicians outside of orchestra services.

##### **Musician HR**

- Maintain and update musician personnel files, databases, and contact and payroll information. Compile and maintain musician rosters for program books and the VSO website and notify Finance and Marketing of changes as they occur. Create and maintain a list of available ensembles for hire.
- New Hire Onboarding and Orientation: Verify working eligibility, collect completed paperwork and submit to Finance prior to submission of payroll. Assist attorneys in obtaining visas for foreign musicians.

- Maintain an on-going accurate service count on every musician, recording leave, absence, tardiness, etc.
- Issue and collect letters of intent and individual musician contracts each season as approved by the EVP/GM and as stipulated by the CBA.
- Process leave requests maintaining records, analyzing the logistical and contractual implications of granting requests in consultation with the Music Director and EVP/GM.
- Log significant events in connection with orchestra services including accidents, complaints, tardiness, failure to wear appropriate attire, behavior issues, etc.
- Ensure proper handling of orchestra disciplinary issues in compliance with the CBA and in coordination with the EVP/GM. Keep local union chapter of the AFM updated regarding any contract or musician violations.
- Handle all personnel matters with utmost discretion and confidentiality. Protect the confidentiality of payroll, contracts, benefits, and personal information.

### **Budget and Payroll Preparation**

- Draft and propose annual budgets by project for musician payroll and related expenses.
- Monitor compliance with the approved budget to forecast year-end results as requested. Proactively alert EVP/GM of situations with negative budget implications, recommending and implementing cost-saving measures.
- Prepare and coordinate musician payroll report, distribute payroll service summaries to musicians, and prepare and distribute per diem payments in a timely manner.

### **Audition Coordination**

- Manage the entire audition process in a timely manner and in compliance with CBA provisions, including tracking vacancies, scheduling auditions in consultation with audition committees, selecting audition venues in coordination with the Operations Manager, submitting audition repertoire lists for Music Director approval in coordination with the Library and the section Principal, and placing advertisements.
- Prepare audition day schedule and ensure each applicant is provided all necessary information in a timely manner. Ensure the audition committee and Music Director have all necessary position and audition details.
- Attend all auditions. Recruit and train additional staff as needed to ensure that auditions run smoothly while remaining available to answer questions, support the audition committee, and coordinate with the Music Director to attend the final round. Communicate audition results to the musicians of the orchestra and staff.
- Manage the tenure review process, arranging and attending meetings between the Music Director and each probationary musician in compliance with CBA timelines and maintaining documentation of all meetings.

### **General**

- Maintain a schedule of regular in-person office hours weekly, to ensure excellent communication and integration with other departments.
- Attend monthly All-Staff meetings and weekly department meetings.
- Any other assignments that help drive the VSO's forward-thinking vision, achieve our mission, and abide by organizational values.

### **Desired Qualifications:**

- Bachelor's degree in music or a directly related field, or suitable equivalent.
- Minimum three years' experience in orchestra personnel, orchestra operations, or equivalent.
- Thorough knowledge of classical music, orchestral repertoire, instrumentation, and industry practices related to orchestra personnel and a strong understanding and sensitivity to the needs of orchestra musicians, guest artists, and conductors. Experience as a performing musician preferred.
- Excellent interpersonal skills and experience working successfully with a variety of personalities including artists.
- An understanding of collective bargaining agreements, their application, and labor union relationships.
- Computer proficiency including Microsoft Office Suite and OPAS Orchestra Management Software or equivalent.
- Must accommodate a varying schedule, including nights and weekends, manage a fluctuating workload week to week, and travel for tours and run-outs as needed.
- Reliable personal transportation is required, because the regional reach of the VSO surpasses the capacity of public transportation.
- Must have a solid commitment towards equity, diversity, and inclusion.

**Compensation:**

\$42,000 plus excellent benefits, including health insurance, leave, and mileage reimbursement.

**To Apply**

Interested candidates should send a cover letter and resume to [chavens@virginiasymphony.org](mailto:chavens@virginiasymphony.org)

**VSO Statement on Attracting Candidates from All Backgrounds**

Equity, Diversity, and Inclusion are music to our ears! The Virginia Symphony Orchestra is an Equal Opportunity Employer committed to increasing diversity among our applicant pool, our musicians, our staff, our board of directors, and in our program offerings. We strongly encourage people from all backgrounds, especially Black, Indigenous, and all People of Color, as well as people with non-traditional experience and educational backgrounds, to apply for this position.