



CANTON
SYMPHONY
ORCHESTRA
GERHARDT ZIMMERMANN
MUSIC DIRECTOR

CANTON SYMPHONY ORCHESTRA (CSO) – PERSONNEL MANAGER

TITLE: Personnel Manager

REPORTS TO: Director of Artistic Operations

POSITION DESCRIPTION: Part Time; About 15 hours per week. Varied schedule based on programming. Requires some weekends and other weeknights for concerts and events. In-person attendance is required at all CSO rehearsals and concerts. This job description may be amended to remain consistent with the needs of the organization at the discretion of the Director of Artistic Operations and President & CEO.

SUMMARY DESCRIPTION: The Personnel Manager is responsible for administering the personnel of the orchestra. This includes application of the master agreement, preparation and maintenance of payroll and other records, scheduling of musicians, hiring of substitute and extra musicians, and coordination of auditions. The Personnel Manager serves as a liaison between the conducting staff and musicians; the administrative staff and musicians; and the management and musicians' union.

PERSONNEL MANAGEMENT

- Prepare the schedule for the season to send out with contracts and update changes to it to affected musicians.
- Maintain select list of players suitable for hire as extras or substitutes.
- Hire extra and substitute musicians, consistent with orchestra's artistic standards and Music Director's guidelines, as necessitated by repertoire and player absence.
- Ensure the best possible physical working conditions for the orchestra in all situations.
- Log significant events in connection with rehearsals or concerts such as complaints, tardiness, failure to wear appropriate dress, general department, and HVAC problems. Requires attendance at rehearsals and concerts.
- Coordinate changes in seating, on-call musicians, and engagement of last-minute substitutes due to unscheduled absence or tardiness.
- Complete attendance sheets for each service (using OPAS software).
- Prepare individual musician contracts and other duties as requested by the President & CEO and Director of Artistic Operations.

AUDITIONS: Coordinate the audition process for the replacement or addition of permanent orchestra musicians:

- Secure candidate requirements, audition schedules, and music selections and forwarding information to candidates.
- Initiate appropriate recruiting strategy (such as placing ads, phoning candidates, maintaining, and updating candidate lists, and providing solicitation letters)
- Schedule auditions, consistent with past practice, appropriate laws, management standards, and the master agreement and coordinate candidate schedules among the Music Director, and staff
- Conduct actual auditions, greet candidates, and appropriately represent the CSO, record the results, and communicate decisions to candidates.

QUALIFICATIONS:

- Bachelor's Degree (or equivalent experience) plus knowledge of management, orchestras, and finance
- Outstanding written, and spoken communication skills
- Strong organizational skills, with the ability to adapt when necessary to changing needs of the organization
- Experience with management software (like OPAS) a plus
- Proficient in Microsoft Office Suite or like software

COMPENSATION: \$12,500-15,000/year dependent on experience

TO APPLY: Send resume and cover letter along with three references to rhagemeier@cantonsymphony.org. CSO will accept applications until May 13, 2024, or until the position is filled.

The Canton Symphony Orchestra is an equal opportunity employer. The CSO maintains a policy of providing equal employment to all qualified applicants, employees, musicians and volunteers without regard to race, religion, ancestry, color, national origin, disability, age, gender or sexual orientation, as defined and required by law. Job posted April 15, 2024.