

ECSO Personnel Manager Job Description

JOB SUMMARY

The Eastern Connecticut Symphony Orchestra's Personnel Manager is responsible for contracting musicians and overseeing personnel in accordance with the Collective Bargaining Agreement (CBA). Acting as a liaison between musicians and the administration of the ECSO, they actively contribute to advancing the organization's objectives of artistic excellence and professionalism. This position is a crucial part of the ECSO's mission "to inspire, educate, and connect our communities through live orchestral music."

This is a part-time position. Time requirements and work location will vary week to week, and the duties are seasonal, directly tied to the schedule of the orchestra. A well-organized home office is an asset when not utilizing the ECSO office or on site for rehearsals or concerts. The salary range for this position is \$9,000 - \$10,500 / year.

This position will be filled by a person with excellent communication and organizational skills. They should possess the initiative to take on and organize a variety of tasks while interacting and communicating effectively with a variety of personalities.

ORCHESTRA PERSONNEL MANAGEMENT

- Maintains the ECSO's membership roster, ensuring accurate musician information and recordkeeping. Collaborates with principal players and the Music Director to maintain lists of suitable extras or substitutes as per the CBA.
- Hires extra and substitute musicians promptly, providing concert rosters to the Librarian in line with ECSO Procedures Manual guidelines for timely distribution of music as per the CBA.
- Recruits musicians as necessary for educational programs and community concerts.
- Tracks attendance and prepares attendance sheets for each service, providing payroll and related documents to the Executive Director & Bookkeeper for all concert types, ensuring CBA and union compliance.

SERVICES COORDINATION

- Attends all orchestral services, liaising with ECSO staff and venue stage crew or contacts as needed to confirm adequate set up for instrumentation needs.
- Manages timing for all services, signaling the start and end of rehearsals, breaks, and performances to musicians and the conductor.
- Documents significant events during rehearsals or concerts, such as musician complaints, lateness, absences, or dress code violations.
- Addresses conductor and musician requests, problems, and other issues promptly.
- Makes personnel announcements during rehearsals as required.

LETTERS OF AGREEMENT

- Prepares and distributes the annual Master Schedule and players' Letters of Agreements (LOAs) in a timely manner, adhering to CBA guidelines.
- Manages the tenure, probation, and leave status of musicians.

AUDITION COORDINATION

- Collaborates with the Music Director & Conductor, Librarian, and Executive Director to organize auditions for permanent orchestra musicians.
- Coordinates audition committees according to the CBA.
- Secures audition requirements and schedules in consultation with orchestra principals and the Music Director.
- Communicates audition information to candidates and prepares audition spaces.
- Assists in audition proceedings, records results per the CBA, and communicates outcomes to candidates.

Successful candidate will have the following qualities, experience, or skills:

- Holds experience performing in a professional orchestra and/or has worked for an orchestra or other performing arts group in both artistic and organizational roles.
- Demonstrates a comprehensive understanding of the orchestral repertoire.
- Exhibits strong organizational skills with meticulous attention to detail.
- Displays exceptional written and verbal communication abilities.
- Possesses a balanced temperament, maintaining calmness, patience, kindness, fairness, and impartiality in enforcing CBA requirements for all musicians.
- Maintains neutrality in labor-management relations.
- Proficiently utilizes technology, adept at digital surveys, document sharing, and spreadsheet applications. Familiarity with Microsoft Office and Google Workspace applications is a plus.
- Demonstrates outstanding interpersonal skills, effectively communicating with composure, accuracy, and professionalism, even in high-pressure situations.
- Adheres to timelines for all tasks and promptly responds to communications.
- Proactively identifies and resolves issues creatively, showcasing leadership and teamwork.

Other duties related or unrelated as may be required, must be able to lift 25 lbs.

The ECSO is committed to creating a diverse work environment and is proud to be an equal opportunity employer. We do not discriminate on the basis of race, color, national origin, sex, gender identity, religion, sexual orientation, age, disability, parental status, veteran status, or any other protected status under applicable laws. We encourage individuals of all backgrounds to apply.