



Orchestra Personnel Manager

ABOUT

The Las Vegas Philharmonic (LV Phil) is in its 22nd season and has established itself among the nation's leading regional orchestras. The LV Phil believes music is essential to a strong community committed to providing a wide array of programming both in-person and digital that enhances the lives of our residents and culture of our city. The mission is to inspire a lifelong appreciation of music through performances and educational experiences for the community.

POSITION

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 artistic 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 orchestra activities are executed in compliance with the Master Agreement; ensure musician compliance with personnel policies as stated in the Orchestra Handbook; staff negotiating, and orchestra committee meetings as assigned.
- Develop and manage all budgets related to orchestra personnel; prepare musician payroll and ensure timely resolution of any concerns.
- Issue individual musician contracts; track special provisions; distribute and collect contracts by appropriate deadlines; maintain personnel records and provide appropriate information to the Vice President of Artistic Administration.
- 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 and intermissions; ensure proper working conditions for the musicians.
- Facilitate communication between Music Director, Executive Director, Vice President of Artistic Administration, 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 Executive Director, Vice President of Artistic Administration, and Music Director.
- 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.
- Perform other duties as requested, assigned, or needed.

SUPERVISOR

Vice President of Artistic Administration & Executive Director

QUALIFICATIONS

- Bachelor's degree in music with a minimum of three years' experience in orchestra personnel management.
- Superior communication, management, and interpersonal skills
- Highly self-motivated and goal oriented with a keen attention to detail.
- Possess strong personal integrity with the ability to handle sensitive and confidential information.
- Knowledge of performing arts technology systems such as OPAS, Stage planning software (desirable).
- Must have a positive attitude, be able to work as part of a high-functioning team, possess a passion for symphonic music, a strong desire to connect with our community and an understanding of and sensitivity to the needs of orchestra musicians, guest artists and conductors.
- Flexibility in schedule.

COMPENSATION AND BENEFITS

Compensation is competitive and commensurate with experience. Benefits: Health, dental and vision benefits, paid vacation

FOR CONSIDERATION, PLEASE SEND THE FOLLOWING:

- Cover letter: Must include position desired and salary requirements
- Updated Resume

Applications missing the above information will not be considered.

When submitting your application online, please save your documents as Microsoft Word (.doc, .docx) or PDF (.pdf) files and send it to Executive Director | Las Vegas Philharmonic: anne@lvphil.com (email only)