

Personnel Manager

Job Description



Updated: February 16, 2017

Hierarchy

- **Position title:** Personnel Manager
- **Reports to:** Executive Director
- **Collaborates with:** DCS Staff & Musicians

Description

- **Part Time, Contract**
- **Compensation:** negotiable, commensurate with experience

The personnel manager acts in a human resources capacity for orchestra personnel and is a liaison between musicians, the artistic director, and management. The personnel manager administrates contracts, monitors schedules, maintains attendance records, coordinates auditions, and serves as a resource and counsel for musicians. The position requires knowledge of contract agreements in addition to orchestra policies and procedures, finely tuned communications skills, and discretion in handling confidential personnel matters. The personnel manager is likely to be asked to provide operational assistance at rehearsals and concerts and handle light stage management activities.

Responsibilities

- Work closely with the artistic director to plan and coordinate musician assignments, contracts, operational logistics, and communicate the same with musicians and staff.
- Assist set-up and arrangement of the orchestra, including chairs, music stands, large instruments, and other equipment, for all rehearsals and performances. This includes set changes for concerts, providing the best possible working conditions for musicians on and off stage, and assisting our staff in anticipating and managing logistics.
- Anticipate musician working condition concerns, such as temperature, lighting or safety; and effectively problem solve well in advance of any given service, so that potential issues may be averted.
- Assist with planning and coordination of stage logistics in all venues, including load in/load out schedules. This extends to procurement of warm-up rooms for artists when necessary.
- Assist load and unload the equipment vehicles at concerts and after the set or event. Help coordinate the transfer of stage equipment for all services.
- Maintain inventory of all our equipment, making periodic checks on conditions and performing minor repairs or arranging necessary repairs on behalf of musicians if needed.
- Attend periodic production meetings, and maintain good communication and working relationships with all staff.
- Contribute to the professional appearance of the orchestra on stage, verifying that orchestral rosters are properly seated, while verifying musician compliance with attire and equipment guidelines.
- Other duties as required by the Executive Director or Artistic Director, and other staff as needed.

Qualifications

- Minimum 2 years of orchestra or theater stage experience
- Working knowledge of orchestral instruments and orchestral seating conventions

- Knowledge of rudimentary lighting and audio equipment and their operation
- Ability to lift, carry and move up to 50 lbs.
- Effective interpersonal problem solving
- Ability to multitask well in a deadline-oriented environment
- Ability to work evenings and weekends

Time Commitment

- 3-4 hours per concert planning personnel assignments, sending and monitoring contracts
- 1-2 hours per concert, communicating logistics regarding stage and personnel configurations to venue and facility staff
- 1-2 hours, procurement, setup and strike of equipment on-site at rehearsals and concerts
- Onsite supervisions of personnel during rehearsals and concerts
 - Rehearsals: Mondays: Typically, 10-12:30pm, 2-4:30pm
 - Dress Rehearsals: Typically, Tuesdays 10-12:30pm or 1-3:30pm
 - Concerts: Typically: Tuesdays at 8pm

Necessary Skills

- Microsoft Word & Microsoft Excel
- Strong writing and communication skills
- Strong organizational ability – project oriented
- Ability to manage people and understand/communicate complex details of musician rotations, repertoire and schedules
- Working knowledge of the full orchestra, chamber orchestra, and chamber ensemble repertoire

Contact

Apply now, interviews in progress.

Please send inquires and resumes to:

Barbara Vance

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