



Job Description

Job Title: Assistant Orchestra Personnel Manager
Department: Artistic Operations
Reports To: Orchestra Personnel Manager
Classification: Full Time, Hourly / Non-Exempt
Supervises: None
Location: Sarasota, FL

General Overview:

The Assistant Orchestra Personnel Manager assists with day-to-day activities between Musicians, the Music Director, Guest Conductors and management. As a key administrator of the collective bargaining agreement between Sarasota Orchestra Musicians (AFM Local 427-721) and the Sarasota Orchestra, the Assistant Orchestra Personnel Manager is responsible for proper execution of the agreement. The Assistant Orchestra Personnel Manager shall nurture a respectful and positive working relationship with all employees, supporting an inclusive and respectful culture.

Responsibilities:

- Assist in engaging (hiring) per service, substitute and extra musicians
- Serve as agent/personnel representative at assigned orchestra performances and rehearsal services
- Serve as Personnel Manager for Sarasota Music Festival orchestra
- Ensure adherence to CBA by personnel office, staff, conductors and musicians
- Assist with scheduling and operational logistics of orchestra auditions
- Assist with maintaining Personnel files and databases
- Assist with preparation and submission of semi-monthly orchestral payroll
- Maintain tracking reports of per service and substitute costs
- Perform other relevant duties and additional projects as assigned. Duties and responsibilities described herein are not a comprehensive list, and additional job tasks may be assigned from time to time as necessitated by the Artistic department and business needs.

Qualifications:

- Bachelor's Degree in music, arts administration or comparable experience
- Proficiency in Microsoft Office
- Highly organized with great attention to detail
- Ability to work without supervision
- Strong interpersonal and communication skills
- Knowledge of classical music, orchestra repertoire, and instrumentation
- Ability to maintain confidentiality at all times with sensitive matters and personal information
- Ability to work flexible hours including weekends and evenings
- Understanding of Collective Bargaining Agreements and union matters a plus

Physical Requirements:

While performing the duties of this job, the employee is regularly required to talk, hear, sit, stand, walk, bend, and use hands to finger, handle or feel. Repetitive motion is required while using a computer. The worker is required to have visual acuity to perform an activity such as preparing and analyzing data and figures, viewing a computer terminal, and observing stage set-ups, temperature of rooms and warm-up facilities. This position requires the ability to occasionally lift and/or move up to 20 pounds.

Working Conditions:

The job operates in a professional environment including performance hall and office settings. The environment is generally moderate in temperature and noise level. Must be available to work a flexible, varying work schedule weekly to include daily office hours and also able to maintain a presence at many orchestra rehearsals and performances, including nights and weekends.

We are an Equal Opportunity Employer.