

Personnel Manager

The Albany Symphony seeks an Orchestra Personnel Manager to oversee staffing, Collective Bargaining Agreement (CBA) compliance, auditions, and musician payroll. Serving as the liaison between musicians and administration, working directly with the Music Director and the artistic, operations, and education teams, this position handles communications and confidential personnel matters with professionalism, discretion, and strong interpersonal skills. A successful candidate must be a problem-solver with the ability to work in a fast-paced team environment and have knowledge of collective bargaining agreements, in addition to orchestra and venue policies and procedures. The Albany Symphony is committed to a diverse and inclusive workplace and provides a fast-paced and collaborative environment. A passion for music and the performing arts is a must.

About the Albany Symphony: Under Music Director David Alan Miller, the Albany Symphony is an orchestra dedicated to celebrating our living musical heritage and the music of our time. Through brilliant live performances, innovative educational programs, and engaging cultural events, the Albany Symphony is committed to serving a broad and diverse community. Based in the New York Capital Region, the Albany Symphony has won numerous national and local awards and recognition for its adventurous programming, recording projects (including two GRAMMY® awards), composer residencies, and in-school programs. The Albany Symphony's current operating budget is \$3.5 million and the musicians of the Albany Symphony are with American Federation of Musicians, AMF Local-14.

Responsibilities

Orchestra Personnel

- Serve as primary point of contact for musicians, fostering positive and productive relationships
- Attend all orchestra services
- Coordinate hiring, seating, and scheduling of musicians within budgetary and contractual guidelines; maintain and distribute schedules, stage plots, rosters, directories, and logistical updates; collaborate on itineraries and orchestra needs for runouts and tours
- Manage hiring for special activities including small groups of musicians for Symphony in Our Schools, community engagements, donor events
- Maintain and update rosters of extra and substitute musicians in consultation with Music Director and principal musicians
- Ensure compliance with the CBA regarding scheduling, staffing, attendance, seating, breaks, recording sessions, and official communications
- Collaborate with Music Director, staff, and board to engage musicians outside of orchestra services
- Administer periodic orchestra climate surveys, in coordination with Executive Director, General Manager, and Albany Symphony Orchestra Committee

- Ensure accuracy of musician bios, headshots, and titles in all public listings, including commercial recordings

Musician Human Resources

- Maintain and update musician personnel and service records
- Issue contracts in accordance with the CBA
- Coordinate onboarding, verify work eligibility, and provide documentation support for musician visas
- Process leave requests, in consultation with the Music Director and General Manager and maintain related records
- Document accidents and incidents; handle disciplinary matters and conflicts in compliance with the CBA and in consultation with the Executive Director and General Manager
- Maintain confidentiality of personnel, payroll, contract, and benefits administration
- Administer and track completion of required insurance and HR policies
- Manage and communicate emergency protocols in every performance venue

Budget and Payroll Preparation

- Prepare musician payroll and send individual service and pay summaries
- Prepare budgets and report actuals by project for orchestra payroll, travel, and related expenses
- Track orchestra payroll budget compliance and fulfill all required federal union reports including Integrated Media Agreement (IMA/EMA), American Federation of Musicians pension, and Local 14 union dues

Audition, Petition, and Tenure Coordination

- In collaboration with Music Director and General Manager, manage auditions in compliance with the CBA, including scheduling, committee hiring and communications, applicant communications, repertoire approvals, and advertising. Coordinate venue logistics.
- Attend auditions, supervise support staff, adjudicate committee, and coordinate final rounds with Music Director and in compliance with the CBA.
- Manage the petition and tenure review process for probationary musicians, including related meetings and documentation.

Other

- Maintain regular in-person office hours and attend staff and department meetings
- Perform other duties in support of the Albany Symphony's mission

Qualifications

- Bachelor's or Conservatory degree in music, arts administration, or a directly related field
- Minimum two years' experience in orchestra personnel, operations, or related field

- Knowledge of orchestra structure, repertoire, instrumentation and ability to read music; performing experience preferred
- Familiarity with collective bargaining agreements and labor union relationships
- Strong communication, interpersonal, leadership, and organizational skills
- Must maintain confidentiality while exhibiting patience and understanding while handling multiple projects under strict deadlines
- Ability to handle multiple priorities in fast-paced situations in a calm manner, and skilled in conflict resolution is essential for this position
- Computer skills and proficiency with Word, Excel, payroll software, or other similar programs is mandatory
- Ability to work evenings, weekend, and tours as needed
- Ability to accommodate a variable schedule, managing fluctuating workloads, and travel for tours and run-outs as needed
- Commitment to equity, diversity, and inclusion

Compensation & Benefits

Competitive salary of \$44,000-\$50,000/annually commensurate with experience.

Reporting to the General Manager and working closely with the Music Director and Executive Director, this is a full-time, exempt position from September 1 through June 30, and part-time, non-exempt from July 1 through August 31. Hybrid schedule is possible depending on location and experience. This position requires presence at all orchestra services (current service schedule available upon request).

Paid time off (PTO) package including complimentary time policy, vacation, sick time, and twelve (12) paid holidays. Health and dental insurance, voluntary participation in 403(b) retirement program (three-year vesting schedule for organization contributions), complimentary concert tickets, CDTA transportation pass, access to professional development resources through various Capital Region chambers of commerce and League of American Orchestras.

To Apply

Please send resume and cover letter to:

Derek Smith, General Manager

dereks@albanysymphony.com