



MUSICIAN AND FACULTY PERSONNEL MANAGER

Title: Musician and Faculty Personnel Manager
Department: Artistic, Engagement, Finance
Reports to: Artistic Director, Executive Director

Position Type: Full-Time

The ideal candidate will be someone who is excited about the future of orchestral music and performing arts as we look ahead to the post-pandemic era and new ways for the Cape Symphony to serve its communities. Our desired candidate will bring a positive, team-oriented attitude and approach to this position, as well as the desire to find new solutions to problems and improve existing systems.

Duties:

The Musicians and Faculty Personnel Manager is a unique position within a dynamic and diverse organization. The cornerstone of this position is the relationship between the Musicians and Administration. This position creates an environment for the musicians that is representative of the Cape Symphony's values of excellence, innovation, curiosity, collaboration, inclusivity, respect, integrity, and service by acting as a counsel and a resource for Cape Symphony Musicians. This position is also responsible for the Cape Symphony Faculty providing the administrative support for monthly payroll and managing annual contracts.

The Musicians and Faculty Personnel Manager is responsible for the hiring, contracting and management of all symphony musicians and faculty, including regularly contracted, extra, and substitute musicians. The Musicians and Faculty Personnel Manager maintains accurate records of all musician data, player assignments, rehearsal and concert attendance, auditions, payroll and administration of Collective Bargaining Agreement (CBA). The Musicians and Faculty Personnel Manager works closely with the librarian regarding personnel changes for each concert cycle, and with the Artistic Director and Artistic Administrator for procedures and policies.

To achieve this, the ideal candidate should have broad experience in administering collective bargaining agreements and policies typical of orchestras. They will need to be skilled at communication and creative problem solving and to be able to demonstrate that they can handle confidential matters with sensitivity and discretion.

Symphony Musicians:

- Proven ability to balance the human, artistic, and financial needs of the organization with compassion, integrity, tact and patience. A successful candidate will be able to demonstrate a history of,
 - excellent interpersonal and leadership skills,
 - creative thinking around conflict resolution,
 - high-functioning organization and planning,
 - trustworthiness and good judgement, and
 - success supporting the unique needs of musicians in the workplace.
- Experience administering collective bargaining agreements; a high level of knowledge regarding labor and employment law.
- Must be financially literate; able to effectively oversee budgeting and payroll associated with Orchestra personnel. Proficient in related computer software.
- Bachelor's degree in Music, Music Business, or Arts Administration or equivalent experience.
- Significant experience as an Orchestra Personnel Manager, additional experience working in symphony orchestras as a musician and/or as an administrator strongly desired.
- Demonstrates a strong sense of fairness and good judgement. Ability to balance artistic, financial and human priorities. Must have a good sense of humor.

Symphony Faculty,

- Payroll accounting experience with administration, faculty and symphony desired.
- Exposure with Complete Payroll Solution or like software highly desired.
- Long term experience with excel and QuickBooks systems beneficial.
- Maintains payroll information by designing systems; directing the collection, calculation, and entering of data.
- Update payroll records by reviewing and approving changes in exemptions, insurance coverage, savings deductions, and job titles, and department/ division transfers.
- Pays employees by directing the production and issuance of paychecks or electronic transfers to bank accounts.
- Prepares reports by compiling summaries of earnings, taxes, deductions, leave, disability, and nontaxable wages.
- Determines payroll liabilities by approving the calculation of employee federal and state income and social security taxes, and employer's social security, unemployment, and workers compensation payments.
- Balances the payroll accounts by resolving payroll discrepancies.
- Complies with federal, state, and local legal requirements by studying existing and new legislation; enforcing adherence to requirements; advising management on needed actions.
- Maintains employee confidence and protects payroll operations by keeping information confidential.
- Maintains payroll staff by recruiting, selecting, orienting, and training employees.
- Contributes to team effort by accomplishing related results as needed.

Payroll, Human Resources and Essential Skills:

- Ensures efficient operation of all Symphony services in coordination with the Operations department, the Artistic department, the Librarians, and the Stage Crew. Maintains a productive and supportive relationship with the Artistic Director and Conductor. Informs guest artists and conductors of work rules and related issues.
- Acts as the primary method of communication between the administration and musicians, and acts as counsel and advocate for the musicians by resolving both contractual and personal concerns.
- Manages functions that have specific rules in the collective bargaining agreement. These include:
 - Coordinating all aspects of auditions, including developing a recruiting strategy and facilitating day of events.
 - Applying all contract mandated relief and other leave for musicians.
 - Hiring extra musicians and maintaining sub lists.
 - Participating in probation meetings for musicians without Rights of Renewal and supporting the Symphony's committees as needed.
- Advises Artistic department on Symphony related matters when negotiations are ongoing.
- Works directly with HR on employee relations issues such as Labor and Industry (L&I), disability, leaves, and compliance on local and federal laws.
- Provides analysis and is comfortable keeping digital records using Microsoft suite.
- Oversees payroll, developing systems for communications between Finance and Operations and ensuring that musicians and faculty are paid accurately and in a timely manner.
- Handles special projects as needed.

Working Conditions/Physical Demands:

This job requires sometimes long hours on feet, especially during auditions and travel. The employee will be required to perform essential functions of the job during evenings and on Saturdays and Sundays, as the Cape Symphony's performance schedule dictates.

To Apply:

Please send a cover letter and resume in PDF format to recruitment@capeSymphony.org with "Musician and Faculty Personnel Manager" in the subject line. The Cape Symphony is an equal opportunity employer. No phone calls please.

About the Cape Symphony:

At the Cape Symphony, our mission is to "Inspire Joy." We do this through outstanding entertainment and educational programs. The Cape Symphony is Cape Cod's very own professional orchestra and performs a ten-concert season from September to June at the 1,400-seat Barnstable Performing Arts Center in Hyannis, plus special events and summer programs. From popular hits to magnificent classics, highlighting hidden gems and putting a new twist on

standards, the emphasis is always on fun, surprises, and beautiful music. The Cape Symphony commitment to education for all ages includes private lessons, classes and ensembles at campuses in Barnstable and Falmouth as well as online. Its acclaimed preschool program is known for blending traditional academics with the arts. Through community outreach, the Cape Symphony brings an array of engaging programs to the Cape Cod community.

The Cape Symphony values diversity and inclusiveness in the workplace. Individuals who bring diverse backgrounds and perspectives are encouraged to apply. It is our policy to provide equal employment opportunity (EOE) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, the Cape Symphony will provide reasonable accommodations for qualified individuals with disabilities.