

Dearborn Orchestral Society (DOS) dba Dearborn Symphony

Position Description

Job Title: Personnel Manager

Reports to: Music Director, Executive Director

Works with: Music Director, Executive Director, Librarian, Stage Manager, Office Manager, Treasurer

Status: Independent Contractor. Each concert requires approximately 20 hours of time. Payment and reimbursement for expenses to be paid at each concert.

The DOS Personnel Manager is responsible for administering all personnel issues for the orchestra. Receives direction from Music Director and collaborates with production team, office manager, stage manager, librarian and union representative and communicates regularly with the Executive Director.

ORCHESTRA PERSONNEL

- Maintain a list of DOS orchestra members and players suitable for hire as extras or substitutes. This list must be available to other staff at all times. This list should include instrument, contact information, address, pay scale, etc. Each musician should be entered in Concert Pay System.
- Work with Office Manager and Executive Director to prepare and send Letters of Intent to current and prospective orchestra members for the following season no later than June 1 annually. The LOI should include the musician's social security number.
- Obtain LOI from any substitute musicians as needed.
- Obtain from Music Director instrumentation of each piece performed and contract and secure players by three weeks prior for each concert accordingly. Identify and replace any musicians who drop out.

COMMUNICATION

- Create and distribute a calendar of all rehearsal and concert dates and notify musicians of any changes.
- Provide orchestra roster and seating chart to office manager 3 weeks before the 1st rehearsal of each concert.
- Create and send a confirmation of participation to every orchestra member at least 2 weeks prior to the 1st rehearsal. Document should include:
 - REPERTOIRE & SCHEDULE of Rehearsal with call times
 - VENUE INFORMATION (with parking info)
 - CONCERT DRESS CODE
 - MUSICIAN ROSTER with seating
 - LINK TO MUSIC
 - GENERAL INFORMATION
- Distribute questionnaires and/or surveys to orchestra members as directed by Executive Director.
- Obtain signed authorization for recording of concerts from union musicians when necessary.

CONCERT/REHEARSAL DUTIES

- Consult with stage manager for orchestra setup for rehearsals and concerts and coordinate with Music Director regarding special setup requirements.
- Arrive backstage early to check all preparations, inform orchestra personnel or stage technicians of any last-minute changes.
- Make personnel announcements at rehearsals as required.
- Announce 5-minute call for rehearsals and notify conductor and concertmaster of the start and close of rehearsals and 15 minute break time.
- Maintain accurate rehearsal and concert attendance records.
- Document and call all orchestra unexcused absentees and notify the Music Director to determine appropriate action.
- Distribute complimentary concert tickets to orchestra members.
- Distribute paychecks to orchestra members on the nights of the concerts. Submit any payroll corrections and checks not distributed to the Office Manager within three days after each concert.
- Ensure that orchestra members adhere to the Dress Code.
- Monitor any recording sessions; ensure that all recording and broadcast contracts that govern these sessions are followed.

ADMINISTRATIVE

- Review season and concert budgets prepared by Finance Committee and for other production or other activities.
- Track payroll variations for all musicians including extra services, doubling, overtime, etc.
- Ensure that contracted musicians and extra and substitute players are told accurate compensation pay rates.
- Use Concert Pay System for each concert to identify all musicians, ensuring accurate compensation including doubling, extra services, attendance, etc. This must be finalized immediately after the dress rehearsal.
- Submit personnel expenses for reimbursement prior to dress rehearsal for each concert.
- Collaborate with Treasurer in preparing concert union and pension report.

AUDITIONS

- Arrange for orchestra auditions as directed by the Music Director.
- Schedule auditions and audition venues consistent with past practice, audition committee instructions, appropriate laws, and management standards.
- Coordinate with Executive Director and Music Director for recruiting if needed (such as press releases, placing ads, phoning candidates, maintaining and updating candidate lists, and providing solicitation letters); forward audition information to candidates.
- Act as proctor to conduct actual auditions, record results, and communicate decisions to candidates.

MISCELLANEOUS

- Advise Executive Director and Music Director of issues concerning travel, parking, etc and offer solutions for any anticipated potential problems.
- Advise the Executive Director and Music Director regarding the interpretation of and adherence to all contracts consistent with general professional orchestra practice including union agreements.
- Coordinate and/or hire small to medium ensemble service requests and/or outside hire of the orchestra in coordination with the Music Director and the Executive Director. Compensation for contracting those would be determined on a gig-by-gig basis.
- Other duties as assigned by the Music Director or Executive Director.