

# RICHMOND SYMPHONY

<b>Title</b>	Personnel Manager	<b>Reports To</b>	Director of Artistic Planning and Orchestral Operations
<b>Department</b>	Operations	<b>Classification</b>	Full Time Salaried/Non-Exempt

## Job Summary

The Richmond Symphony Personnel Manager is responsible for the daily management of the 69 musicians of the Richmond Symphony. Primary duties of the position include hiring and scheduling of all orchestral musicians, being present at scheduled services, and preparing payroll. The Personnel Manager acts as the primary liaison between musicians and the administration while serving in an HR capacity for the musicians. This includes working with Director of Artistic Planning and Orchestral Operations in addressing and resolving confidential personnel matters. The Personnel Manager reports to the Director of Artistic Planning and Orchestral Operations and works closely with the Music Librarian, Production Department, and Artistic and Operations Staff to allow for the highest level of concert production.

## Responsibilities

- Maintain a respectful and positive environment for the musicians of the orchestra, fostering and encouraging open communication between the orchestra and management, and reinforcing institutional goals and values.
- In cooperation with the Director of Artistic Planning and Orchestral Operations, ensure smooth operation of all orchestra activities involving Symphony musicians in compliance with the CBA, including communicating and coordinating as needed with conductors, Production team, Music Librarian, and other administrative staff.
- Manage orchestra musician assignments including rotation and leave. Ensure appropriate substitute musicians are engaged, and rosters are communicated as required.
- Prepare orchestra payroll information accurately and on time in compliance with CBA
- Address personnel issues, both contractual and personal as they occur and assist in resolving with the Director of Artistic Planning and Orchestral Operations or other staff as appropriate.
- Track attendance, sick and personal days, leaves of absence, rotations and relief using the OPAS system.
- Assist musicians with disability process and return to work plans, coordinating with Finance and Administration department.
- Prepare contracts for newly appointed musicians and annual contracts for tenured musicians
- Coordinate the audition and tenure review process in accordance with the CBA.
- Maintain an open and positive relationship with musician committees, assists in resolving labor disputes, and supports the negotiation process of the Collective Bargaining Agreement.
- Contribute to budgeting process as needed.

## Qualifications

Successful performance in this position requires an individual with excellent organizational, writing and communication skills including accuracy and attention to detail. Excellent interpersonal, negotiation, and conflict resolution skills are a must.

- Recommended 3-5 years of experience as a personnel manager or increasing experience in related field
- Experience working with creatives. Experience as a musician or member of the administrative team of orchestras is a plus.
- Undergraduate degree or equivalent experience in Arts Administration, Human Resources, Music, or Music Business.
- Familiarity with orchestral performance practices, repertoire and ability to read music is preferred.
- Exceptional interpersonal skills, including the ability to communicate calmly and professionally in high pressure situations.
- Ability to anticipate and resolve issues creatively, demonstrating leadership and teamwork
- Demonstrated ability to handle confidential conversations, correspondence and records.
- Ability to successfully prioritize workload and multitask in a fast-paced environment.
- Exceptional attention to detail and accuracy in work.
- Ability to interpret and administer negotiated collective bargaining agreements and individual contracts.
- Experience preparing complex orchestral payroll including overtime, allowances and additional payments.
- Very strong computer skills necessary including experience with tools such as online survey platforms, Microsoft Word, Excel, Outlook, and any customized scheduling software. Knowledge of OPAS is a plus.

## Environment

- Salary range: \$38,000 - \$45,000 based on experience.
- Competitive benefits package included.
- Position will have work space in the Richmond Symphony office (parking provided).
- Evenings and weekends outside of normal office hours are expected for rehearsal, concert, and orchestra service duty.
- Work is performed in a friendly and fast paced office environment.
- Attend Operations Department weekly meeting and monthly Symphony staff meeting.
- Must be able to lift 30 lbs.
- Must have a valid driver's license.
- Must be able to satisfactorily pass a background check by a private third- party.

*The essential duties for this position require in-person interaction with musicians, staff, and guest artists. Therefore, in alignment with the Richmond Symphony COVID-19 safety policy, full vaccination for COVID-19 is required for employees working in this position*

## To Apply

Please send cover letter and resume to Jennifer Arnold at [artistic@richmondsymphony.com](mailto:artistic@richmondsymphony.com)  
Review process starts January 20, 2022.  
Phone calls will not be accepted.