

CHAMBER ORCHESTRA OF THE SPRINGS

Personnel Manager

Posted 10/22/2021

NOTE: The successful candidate(s) shall be a member in good standing of the Chamber Orchestra of the Springs.

NOTE: Depending on the number and quality of the candidates for the PM position, the duties may be split between two persons. One will be responsible for string positions and the other will be responsible for brass, woodwind and percussion positions.

Responsibilities of the Personnel Manager include:

- Review potential dates for the new season submitted by Orchestra Manager. Discuss any concerns with Music Director, Orchestra Manager and Board.
- Provide performance details to musicians, including full season repertoire, orchestration, and exact time, dates and location of each service. Include current rates for the new season.
- Determine availability of each musician for the upcoming season.
- Engage subs as needed for each concert. Keep sub list up-to-date as musicians move in and out of the region.
- Determine if there are core vacancies to be filled. Schedule auditions.
- Communicate to musicians when scores are available and the pickup location.
- In case of absences, arrange for a substitute player to cover the position.
- Contract personnel for Orchestra-for-Hire commitments.
- Maintain communication between the musicians, the Music Director and Board regarding personnel.
- Maintain an up-to-date roster of core players and subs including current phone numbers, addresses and email.
- Send a roster of musicians to be included in the print program for each performance two weeks prior to the concert.
- Send payroll to accountant and treasurer one week prior to the concert.
- Submit input on compensation to the board annually.
- Assist Orchestra Manager with annual budget planning based on current or proposed compensation.
- Compensation is \$300 per concert series.

Audition responsibilities:

- Contact players who have indicated an interest in COS and invite them to audition. Arrange for a judging panel of musicians as per the bylaws.
- Provide audition material. Audition material is a selection of the candidate's choice and standard excerpts from the orchestral repertoire of the appropriate instrument. Currently, excerpts are available on the website.
- Coordinate a location to hold the auditions with Orchestra Manager and Stage Manager.
- Additional compensation is paid per audition.