

# ELMHURST SYMPHONY ORCHESTRA

## ORCHESTRA MANAGER

### JOB DESCRIPTION

Reports to Music Director/Conductor, Executive Director, Board of Directors

Interacts with Music Director/Conductor, Executive Director, Musicians, Artist Managers and Guest Artists, Facility Managers, Stage Crew, Librarian

Monitors schedules, maintains attendance and payroll records, coordinates auditions, serves as resource to musicians and outside organizations requesting musicians, and coordinates logistics of all orchestra concerts and services to insure that performances run smoothly and in a financially responsible manner.

Position requires knowledge of contract agreements, orchestra policies and procedures, excellent organization and communication skills and discretion in handling personnel matters.

- Music Director
  - o Determine staffing needs for each performance
  - o Contract players according to M.D. direction (using established member and substitute lists)
  - o Liaison between M.D., stage crew & facility managers for rehearsal and performance needs
  - o Provide budget information as needed
  - o Provide personnel list for each performance to Music Director, Librarian and Executive Director two weeks prior to the start of rehearsals for each concert barring last minute cancellations
  - o Maintain current substitute list for each section
  - o Maintain audition repertoire lists as vacancies occur
- Executive Director and BOD
  - o Relay payroll information in a timely manner
  - o Annually provide updated personnel contact information (address, phone number, e-mail address)
  - o Provide personal schedule, i.e. vacation schedule and other employment schedule that may affect ESO
  - o Communicate issues related to performances
  - o Provide estimated cost information as required by Exec. Director and Board
  - o Attend Board meetings when available, though not required
- Coordinate logistics between guest artist and staff and/or Board
  - o Be familiar with contract
  - o Lodging and transportation arrangements, as required
  - o Communicate detailed rehearsal schedule
- Coordinate issues related to musicians
  - o Contracts by Sept 1 for upcoming season

5/15/2018

- Update personnel records/contact info for Exec Director, Asst Conductor, & Librarian
- Prepare for auditions
  - Post/advertise openings
  - Schedule date & location
  - Request excerpts prior to audition dates
  - Attend auditions
- Liaison with union and union rep
- Monitor compliance with union rules
- Coordinate issues related to venues and stage crew
  - Management and inventory of concert production property

The Orchestra Manager coordinates all the issues related to an orchestra's musicians, guest artists and facilities. This includes preparing schedules and rosters of orchestra musicians, providing payroll information to ED, preparing auditions, and negotiating contracts. Attends performances to coordinate personnel issues and make sure that the orchestra is in compliance with contracts for services and guest artists. Also oversees logistics of venues, personnel, instruments and equipment for all concerts, on and off site. The person in this position interacts with musicians, artistic administration, artist managers, and facility management, stage crew, librarian and executive director. Position requires experience in arts management and negotiation of labor agreements.

Please send cover letter and resume to [esoexecdirector@gmail.com](mailto:esoexecdirector@gmail.com). For questions, please call the office at 630-941-0202.