

WINDSOR SYMPHONY ORCHESTRA

JOB TITLE: Personnel Manager

DATE: June 9, 2022

REPORTS TO: Director of Operations

JOB SUMMARY: Reporting to the Director of Operations, the Personnel Manager is responsible for administering the personnel of the orchestra. This includes the application of and compliance with the WSO's Master Agreement, preparation and maintenance of musician payroll, communication, and service records, the scheduling of musicians, the hiring of all substitute and extra musicians, and the coordination of auditions. The Personnel Manager actively promotes conditions that enable musicians to perform at their highest level and is a key link in promoting a productive climate among musicians, conductors, and management.

DUTIES AND RESPONSIBILITIES:

General

- Actively promotes conditions in which the musicians can perform at their highest level on a daily basis; develops and maintains an open and communicative environment among musicians and between musicians and management; maintains confidentiality and discretion in musician relationships; serves as primary resource for musicians in day-to-day issues
- Creates and sends and tracks all personal service season contracts for WSO musicians based on instrumentation provided by the Music Director and Director of Operations
- Administers and ensures compliance with the Master Agreement; informs conductors of work rules, illnesses, and related issues; enforces dress code and other policies
- Plans, supervises, and attends all Windsor Symphony Orchestra services, including rehearsals, performances, auditions, and recording sessions; ensures proper breaks and service start and end times; assist with logistics as they relate to musician needs
- Identify, locate, and arrange for the rental/use of musical instruments not owned by the WSO in conjunction with the Director of Operations
- Create and maintain personnel records and reports including union membership status, HST, and AFM ID numbers; responsible for accurate and timely payroll for all musician services; participate in the budgeting process, including the budgeting and forecasting of core and extra musician costs
- Responsible for the efficient, timely, and effective scheduling of orchestra personnel for each service; responsible for all communications with the orchestra pertaining to schedules, rehearsal details, locations, maps, and other information required by musicians
- Identify the need for and engages extra musicians in a timely manner; maintain accurate musician call lists for extras and subs, ranked as directed by the Music Director and principal players. Working with the Director of Operations, oversee musician tenure processes and perform administrative duties related to those processes

- Working with the WSO Librarian, ensure accurate and timely distribution of all music
- Organize, advertise, facilitate, and report on auditions for vacant positions
- Active participant on the WSO Health & Safety Committee
- Other duties as assigned

Position Qualifications:

- A University degree in Music, Arts Administration, or related discipline is required
- Detailed knowledge of symphony orchestra structure, practices, and repertoire is required. Detailed knowledge of classical music and the ability to read music is essential
- Initiative, strong problem resolution and organizational skills, and the ability to participate successfully in a fast-paced, constantly changing environment
- Strong written and verbal communication and interpersonal skills are required
- Ability to handle multiple priorities in stressful situations as well as discretion in handling confidential personnel matters
- Able to work a flexible schedule including days, evenings, and weekends as required
- Technically literate, familiar with and comfortable using the Microsoft Office Suite of software. Comfortable learning new software and identifying ways to maximize the use of the software in support of the work of Personnel Management
- Familiarity with OPAS software or similar arts management software preferred
- Experience working with contract agreements

Salary Range: \$36,000-\$39,000 and a benefits package after three months of employment

Employment Type: full time, including some evenings and weekends

To apply: Please send a cover letter and resumé to employment@windsorsymphony.com. All qualified candidates are encouraged to apply; only applications from Canadian citizens and permanent residents in Canada will be accepted at this time. All new employees are required to be fully vaccinated against COVID-19 prior to commencing employment.

Application deadline: July 5, 2022

Start date: August 8, 2022