

UTAH SYMPHONY  
JOB DESCRIPTION

POSITION: **Assistant Orchestra Personnel Manager**

STATUS: Exempt

REPORTS TO: Orchestra Personnel Manager

POSITION ROLE: The Assistant Orchestra Personnel Manager assists the Orchestra Personnel Manager as the administrator of the Utah Symphony's collective bargaining agreement; acts as liaison between management and orchestra; serves as resource and counsel for Orchestra musicians; supports the day-to-day personnel activities of the Utah Symphony; assists in coordinating orchestra auditions; fulfills duties of the Orchestra Personnel Manager, including managing payroll, in his/her absence; provides administrative and secretarial support to the Orchestra Personnel Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Performed each work day, as necessary)

- Work with the Orchestra Personnel Manager in administering the Master Agreement with respect to all services; start & stop times, breaks, attendance, seating, hiring of substitute and extra musicians as needed, posting schedules and official communications, etc.
- Have a working knowledge of the attendance and payroll systems; administer attendance and payroll as needed.
- Manage Personnel files and databases; personal data, contracts, payroll.
- Serve as Audition Coordinator, organizing and maintaining all applications and resumes; communicating time and date of auditions to internal and external candidates, audition committee and musicians' union in timely and accurate manner.
- On audition days, ensure that auditions run smoothly by attending auditions, being available to answer questions, and assisting the Orchestra Personnel Manager as necessary.
- Maintain file of audition committee guidelines and repertoire for each audition in an organized and accessible manner.
- Shares the responsibility of attending rehearsals and concerts with the Orchestra Personnel Manager.
- Responsible for instrument insurance billing, changes, and general updating of database.

- Participates in all relevant Orchestra and Staff meetings, such as Orchestra Committee meetings.
- Other duties and responsibilities as may be assigned.

#### ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to handle and organize multiple tasks and to respond to multiple inquiries.
- Heavy emphasis on record keeping and documentation consistent with overall needs of Orchestra Personnel, the Orchestra Master Agreement and Management.
- Ability to perform basic math calculations.
- Computer literacy: ability to work with word processing, spreadsheet and database software systems.
- Strong interpersonal skills; ability to maintain strict confidentiality of Personnel and benefit records.
- Flexible work schedules, including nights, weekends, services away from Abravanel Hall, and travel for tours and run-outs as needed.

#### EDUCATIONAL AND EXPERIENCE REQUIREMENTS

- College bachelors degree or equivalent required.
- Preference given to candidates with professional orchestral experience and/or experience in orchestra personnel administration.
- Knowledge of classical music and understanding of orchestral instrumentation.

#### PHYSICAL REQUIREMENTS

- Duties are performed using repetitive finger, hand and arm movements.
- Duties require fine manipulation (keyboarding) and simple grasping (files, documents, telephone, writing instruments)
- Duties may require combinations of the above movements.

10/10/09