



**Position:** Orchestra Personnel Manager  
**Department:** Artistic Operations  
**Reports to:** Chief Operating Officer  
**Status:** Full-time, Exempt

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### **Job Description**

The Virginia Symphony Orchestra seeks an Orchestra Personnel Manager to oversee orchestra staffing, Collective Bargaining Agreement (CBA) compliance, auditions, and musician payroll. Serving as liaison between musicians and administration, this position handles communications and confidential personnel matters with professionalism, discretion, and strong interpersonal skills.

### **Principal Responsibilities:**

#### **Orchestra Personnel & Operations**

- Serve as the primary point of contact for musicians, fostering positive and productive relationships.
- Attend all orchestra services, except when relieved by the part-time Assistant Personnel Manager.
- Coordinate hiring, seating, and scheduling of musicians within budgetary and contractual guidelines; maintain and distribute schedules, rosters, contact lists, and logistical updates; collaborate on bus schedules and accommodation needs for runouts and tours.
- Maintain and update rosters of extra and substitute musicians in consultation with principal musicians and the Music Director.
- Ensure compliance with the CBA regarding scheduling, staffing, attendance, seating, breaks, and official communications.
- Collaborate with conductors to maximize rehearsal efficiency.
- Collaborate with Marketing, Development, and Education departments to engage musicians outside of orchestra services.

#### **Musician HR**

- Maintain and update musician personnel and service records, including accurate tracking in OPAS.
- Issue contracts and letters of intent in accordance with the CBA.
- Coordinate onboarding, verify work eligibility, and provide documentation support for musician visas.
- Process leave requests, in consultation with the Music Director as appropriate, and maintain related records.
- Document accidents/incidents. Handle disciplinary matters and conflicts in compliance with the CBA and in consultation with the COO.
- Maintain confidentiality of personnel, payroll, contract, and benefits information.

#### **Budget and Payroll Preparation**

- Prepare musician payroll and send individual service and pay summaries.
- Prepare budgets and report actuals by project for orchestra payroll and related expenses.
- Track orchestra payroll budget compliance and identify cost-saving opportunities.

### **Audition Coordination**

- In collaboration with the Assistant Personnel Manager, manage auditions in compliance with the CBA, including scheduling, committee and applicant communications, repertoire approvals, and advertising. Coordinate venue requests with the Operations Manager.
- Attend auditions, supervise support staff, and coordinate final rounds with the Music Director and in compliance with the CBA.
- Manage the tenure review processes for probationary musicians, including related meetings and documentation.

### **General**

- Maintain regular in-person office hours and attend staff and department meetings.
- Perform other duties in support of the VSO's mission and organizational values.

### **Desired Qualifications:**

- Bachelor's degree in music or a directly related field, or equivalent professional experience.
- Minimum three years' experience in orchestra personnel, orchestra operations, or a related field.
- Knowledge of orchestral repertoire, instrumentation, and orchestra personnel practices, along with sensitivity to the needs of orchestra musicians, guest artists, and conductors. Performing experience preferred.
- Excellent interpersonal, organizational, and communication skills.
- Familiarity with collective bargaining agreements and labor union relationships.
- Proficiency with Microsoft Office Suite, Google Workspace, and OPAS or similar orchestra management software.
- Ability to work evenings, weekends, and tours as needed.
- Ability to accommodate a variable schedule, managing fluctuating workloads, and travel for tours and run-outs as needed.
- Reliable personal transportation required, as public transportation does not adequately support the VSO's regional service area.
- Commitment to equity, diversity, and inclusion.

### **Compensation:**

\$50,000 salary. Plus excellent benefits, including health insurance and leave.

### **To Apply**

Interested candidates should email a cover letter and resume (PDF's only, please) to [chavens@virginiasymphony.org](mailto:chavens@virginiasymphony.org) and include "Personnel Manager Applicant" in the email subject line.

### **VSO Statement on Attracting Candidates from All Backgrounds**

Equity, Diversity, and Inclusion are music to our ears! The Virginia Symphony Orchestra is an Equal Opportunity Employer committed to increasing diversity among our applicant pool, our musicians, our staff, our board of directors, and in our program offerings. We strongly encourage people from all backgrounds—especially Black, Indigenous, and all People of Color, as well as people with non-traditional experience and educational backgrounds—to apply for this position.