

## **Orchestra Personnel Manager**

### **Position Description:**

The Orchestra Personnel Manager for the New Mexico Philharmonic (NMPhil) serves as the primary employment and logistical contact with all musicians (contract, substitutes and extras) performing with the NMPhil. Provides and assures that the proper complement of orchestra musicians are available / hired for each individual piece of music performed at every rehearsal, concert and recording session as well as other events involving musicians, and for handling all administrative matters related to such activities. Develops, with the Operations staff, logistical needs for the orchestra for services at the various venues, as well as all runout and tour services if they occur. Prepares the payroll for the orchestra, including salary, per diem data, penalty payments, union dues, seniority, streaming fees, and medical leave. The incumbent must know and adhere to the Collective Bargaining Agreement between NMPhil management and the local AFM on all applicable matters as well as the Integrated Media Agreement (IMA) with AFM.

**Primary Reporting Responsibility:** President /CEO

### **Specific Responsibilities:**

- Prepares charts and rosters needed for the performing and rehearsal activities of the orchestra, including keeping records of split orchestras, string reductions, various types of relief, such as medical leave, rehearsal schedules, and requests for time off without pay
- Responsible for the distribution of split orchestra work.
- Maintains proper instrumentation on stage and hires extra musicians called for by the score or as needed on an emergency basis.
- Prepares payroll information related to the orchestra, extra musicians, digital media, including the preparation of dues, penalties, pension, pay additions/deductions and other information necessary for payroll processing. CEO / VP Business Management will review payroll as requested / needed.
- Oversees administration of contractual benefits including overtime, move-up, doubling, travel time, and seating assignments.
- Takes and maintains a record of attendance at all services.
- Tracks attendance to Absence and Tardiness Policy and applies penalties as required.
- Responsible for maintaining decorum and deportment of the orchestra and is expected to deal with problems as they arise and anticipates potential problems when possible; suggests appropriate course of action to be implemented in problem situations.
- Assures compliance with various contractual issues and policies such as length and intermissions of services, stage conditions, parking, mail and grievances.
- Sees that all rehearsals and concerts begin and end properly according to contract rules.
- Has in depth knowledge of Collective Bargaining Agreement and applies its provisions as appropriate to circumstances.
- Acts as a liaison between NMPhil management and its union or representatives, including communication with the music director and guest conductors. Relays their wishes relating to rehearsal order and personnel needs, always consistent with the CBA.

- Coordinates with other staff to resolve problems as they arise on stage from musician or conductor needs, stage set up, illness or discipline.
- Acts as liaison with library management, stage management and other orchestra and staff members.
- Manages and implements audition activities, including repertoire and information, advertisement and notices, letters to candidates, conducting of the audition and post audition notifications.
- Works closely with the Production Manager on logistical needs for the orchestra for services at various venues, as well as all runout and tour services if they occur.
- As directed, develops orchestra and extra musician information for use in the annual budget process.
- Coordinates ensemble visits outside the regular concerts.
- Provides budget information as requested from the CEO
- Coordinates operational issues with the Production Manager in the development and implementation of safety and emergencies procedures as they impact the orchestra.
- Observes normal Office Hours to facilitate in person availability to musicians and to complete any needed office work. During weeks with 4 or more evening services, will be in the office less.
- Other duties as assigned.

**Qualifications & Expectations:**

- Knowledge of symphony orchestra structure and practices, symphonic repertoire.
- Strong communication, interpersonal, leadership and organizational skills
- Maintain calm and respectful communication with everyone, even in high-pressure situations
- Ability to handle multiple priorities in stressful situations
- Able to demonstrate patience and understanding and be decisive in reaching and implementing decisions.
- Able to cope with confrontation, manage altercations, and assist with problem resolution.
- Prior orchestra personnel management experience preferred.
- If the position is filled by a musician of the NMPhil the incumbent may not participate in any committee of the NMPhil.

**Salary:** \$36,000 annual

**Benefits:**

- Well run 401k plan provided by John Hancock
- NM State Mandated Paid Sick Leave. More information can be found: [PAID SICK LEAVE Notice of Employee Rights](#)

To apply for this position, please send a cover letter and resume with the subject line “Production Manager” to [office@nmphil.org](mailto:office@nmphil.org)

**Job Date Start: June 2025**

NMPhil is committed to creating and sustaining an inclusive and equitable work environment. All applications will receive consideration for employment.