



Job Announcement: Personnel Manager

About the DSO

The Delaware Symphony Orchestra (DSO) is dedicated to enriching lives through inspiring musical experiences. It strives to present all activities while upholding its core values of building and sustaining trust; commitment to quality; access for all; curiosity, open-mindedness, and exploration; and fiscal responsibility.

The DSO fulfills its mission (highlighted above in **bold**) through high-quality live performances of orchestral and chamber music, and through educational and community outreach activities. For the 2018-2019 season, the DSO's core offerings include five Classics Series programs at The Grand Opera House, Wilmington; with repeat performances at Cape Henlopen High School, Lewes; four Chamber Series programs at the Hotel duPont's Gold Ballroom, Wilmington; a Family Concert in Wilmington; two Explorer Experience concerts for students at The Grand Opera House, Wilmington; one Explorer Experience concert at Dover High School, Dover; and numerous other educational outreach programs in New Castle County. The Explorer Experience engages 2,400 children, half of whom qualify for Title 1 programs. For many, this is the first time they will experience a live music performance.

The DSO has a long and rich tradition, dating back 112 years to its founding, in part, by Alfred I. du Pont, in 1906. In recent years, the DSO's notoriety has been that of an organization hobbled by financial challenges that led to a short-lived shutdown in 2012. Since then, there has been conservative rebuilding, with financial stability being the primary focus. Now, with new and committed administrative leadership, a dedicated and enthusiastic board, reliably strong artistic leadership, and an increasingly trusting relationship between management and the DSO musicians, the organization is poised to grow again. David Amado, the DSO's Music Director since 2003, has led the Delaware Symphony through both exciting and challenging times with thoughtfulness, sensitivity and a constant ear toward musical excellence and refinement. His insightful music-making and energetic performances, as well as a rare gift to connect intimately with the audience, has made him a beloved figure in Delaware and beyond; his unique and appealing programming has propelled the DSO to new artistic heights.

The Delaware Symphony Orchestra has released two commercial CDs. In 2010, its Telarc recording of works for guitar quartet and orchestra with the Los Angeles Guitar Quartet

received a Latin Grammy nomination. The DSO's first recording on the Naxos label, *The Book of Signs*, with works for guitar duo and orchestra by Leo Brouwer and Paulo Bellinati, was released in April, 2018.

Website: www.delawaresymphony.org

Principal Duties, Personnel Manager

The Personnel Manager is responsible for engaging, communicating with, and supervising the performance of all orchestra musicians, and other duties. Specific responsibilities include:

- Hiring required orchestra personnel for all DSO presentations and outside engagements;
- Completing Collective Bargaining Agreement (CBA)-required tasks in a timely manner, including generating and posting all rosters; Obtaining and posting rehearsal orders; being present (or designating a substitute) as a management representative at all services and monitoring all aspects (in accordance with the CBA);
- Maintaining all substitute lists, in annual consultation with principals and the Music Director;
- Managing the yearly musician contracting process, including generating contracts, availability forms with up-to-date rehearsal schedules and personnel requirements;
- Monitoring minimum service attendance requirements by assisting musicians with their understanding and achievement of same, and advising the Delaware Symphony Association (DSA) of minimum service offerings required by the CBA;
- Addressing orchestra personnel issues in a timely fashion by consulting with the Music Director following each service, schedule necessary meetings between the Music Director and musicians, representing the DSA at, and assisting in the documentation of, these meetings;
- Scheduling, managing, and proctoring all aspects of orchestral auditions;
- Generating musician payrolls;
- Gathering current employment forms (W-4 and I-9) and information from contracted, substitute, and extra musicians; and
- Providing an annual budget for all musician costs (with necessary updates).
- Communicating orchestral personnel and equipment needs to the Production Manager, and assisting in creating stage plots; serving as stage manager/assistant during off-site Chamber Series services; and coordinating stage plots for auditions;
- With other staff, coordinating musician runout transportation, meals, and coffee/tea service;
- Serving on the artistic planning team with the Music Director, Librarian, and Executive Director, and providing performance history, instrumentations, timings, and other information;

- Obtaining and publishing regional orchestra schedules (along with the DSO service schedule) to minimize conflicts; and
- Other duties as assigned by the Music Director or Executive Director.

The Personnel Manager is a part-time salaried position, reporting directly and primarily to the Music Director, and secondarily to the Executive Director. A performance evaluation will be conducted annually.

Skills and Experience:

- Experience in orchestra personnel management
- Bachelor's degree recommended
- Familiarity with and understanding of collective bargaining agreements
- Strong organizational and interpersonal relationship skills
- Prioritization: Should be able to balance multiple projects simultaneously, using judgment to determine priorities, and successfully moving multiple high-priority projects forward together.
- Computer skills: MS Office suite and OPAS (Orchestra Planning and Administration System)

Attributes and Expectations:

- Ability to work independently, but also as a member of the staff team
- Discretion: maintaining confidentiality of sensitive information and conversations
- A passion for the classical music and the performing arts, and a commitment to the mission of the DSO.
- Ability to work nights and weekends.
- Personal transportation required.

Compensation and Benefits:

- \$20,800 salary
- Vacation, sick leave, and personal leave
- Retirement Savings Plan [401(k)]

To Apply:

Please email a cover letter, resume, and other materials to Alan Jordan, Executive Director: alanj@delawaresymphony.org, indicating "Personnel Manager" in the subject line, by August 5, 2018.

The Delaware Symphony Orchestra is an equal opportunity employer.

The DSO also has a vacancy for orchestra Librarian. That position could be combined with this to create a full-time position for the qualified candidate.