



Job Title: Assistant Manager of Orchestra Personnel

Reports to: Director of Orchestra Personnel

Status: Exempt, Full Time

Job Purpose

The Assistant Orchestra Personnel Manager is responsible for assisting with all facets of orchestra personnel management, administration of the orchestra schedule, and management of auditions for the Pittsburgh Symphony.

Essential Duties and Responsibilities

Personnel

- Act as Personnel Manager for concerts and rehearsals as assigned by the Director of Orchestra Personnel. Duties include time keeping, recording attendance, ensuring proper working conditions for the orchestra and calling musicians to the stage.
- Assist with maintaining attendance records and payroll administration on a bi-weekly basis.
- Assist with payroll administration and report filing for special projects such as tours and media activities.
- Coordinate musician sign-ups for orchestra (receptions, bus travel, etc.), as well as recommending and coordinating musician requests for organization activities and meetings.
- Serve as retiree liaison and coordinator of the retiree program and retiree recognition events.
- Create, distribute and collect all wind, brass and percussion casting.
- Create and update all seating rosters; Distribute string rotation information.
- Contract and work with extra musicians and substitutes as assigned.
- Coordinate Musician hospitality activities
- Set up and maintain season files for the Personnel Department.
- Manage budget trackers for all musician hires.
- Order office supplies, distribute internal and external mail, and interface with IT regarding departmental needs, as well as other office duties
- Maintain thorough understanding of OPAS software and working relationship with OPAS consultant.
- Maintain a thorough knowledge and understanding of the Collective Bargaining Agreement.
- Other duties as assigned

Auditions

- Manage audition process with support of the Personnel Manager.
- Responsible for communicating all details of auditions: placing ads, posting repertoire list and communicating with candidates.
- Maintain audition database for each audition.



- Coordinate audition day logistics.
- Develop and communicate schedules for guest candidates during audition weeks.
- Manage the OTPAAM audition and candidate schedule, including advertising, audition day logistics, and facilitating interviews.

Schedule

- Communicate the schedule to the orchestra via the summary schedule, tentative yearly schedule, weekly call sheets, schedule changes and the online data access.
- Track all schedule changes and manage schedule contract tracking.
- Assist with yearly set-up of the Orchestra Schedule in OPAS.
- Manage annual production of the tentative yearly schedule.

Required Education, Experience and Abilities:

- Bachelor's degree required; Degrees in Music or Arts Administration Preferred
- Strong computer skills – proficient in Microsoft suite, including MS Publisher
- Knowledge of OPAS preferred
- Outstanding communication skills with the ability to maintain trust and confidentiality
- Ability to manage multiple tasks simultaneously and must be detail-oriented
- Strong communication skills and be a team player.

The specific statements shown in each section of the description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to perform the job successfully. The Pittsburgh Symphony recognizes that an individual with a disability may require a job modification/ accommodation to enable them to successfully perform a job function. Consideration will be given to such requests. Such requests should be directed to Human Resources.

To apply, please send a cover letter and resume to hr@pittsburghsymphony.org