

FORT WAYNE PHILHARMONIC

Andrew Constantine, Music Director

ORCHESTRA PERSONNEL MANAGER

Full-time / Exempt

JOB SUMMARY

The Orchestra Personnel Manager is responsible for managing and administering the musicians of the orchestra. The Orchestra Personnel Manager serves as a liaison between the musicians and the administrative staff of the Fort Wayne Philharmonic.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Ensure the appropriate complement of musicians for all services, including hiring and managing extra and substitute musicians as needed
- Ensure compliance with the Master Agreement between the Philharmonic and the AF of M, Local 58
- Preparation of payroll and other records using Orchestra Planning and Administration System database (OPAS)
- Coordination and administration of the audition process
- Preparation and distribution of orchestra schedules, rosters and notifications
- Orchestra musician budget preparation for personnel activities
- Attending all rehearsal and performance services
- Responsible for timekeeping at all services
- Other duties as assigned

In addition, the Orchestra Personnel Manager will assist the Director of Community Engagement with booking and administration of Philharmonic ensemble programs. Those duties include:

- Produce timely notification and communication to the ensemble groups including schedule and related information
- Maintain historical data of ensemble performances and rotation

REQUIREMENTS

- B.S./B.A. in music or Arts Administration is preferred.
- Must have substantial knowledge of the workings of a symphony orchestra and familiarity with the orchestral repertoire.
- The successful candidate will have superb organizational, interpersonal, and communication skills, strong computer proficiency, and meticulous attention to detail.
- It is critical that he/she has the energy and flexibility to work efficiently in a fast-paced environment, prioritize tasks effectively and execute projects to the highest level possible.
- Reliability, promptness, and a respect for sensitive or confidential information is required.
- This position requires office hours and attendance at all performances and rehearsals including evenings and weekends.

REPORTING RELATIONSHIPS

- Reports to the General Manager, Artistic Operations.

COMPENSATION

Salary commensurate with experience

FORT WAYNE PHILHARMONIC:

Now in its 80th season, the Fort Wayne Philharmonic is one of the most exciting performing arts organizations in Indiana. The Philharmonic's mission is to inspire and foster a lifelong love of classical music through performance and education. Led by Music Director Andrew Constantine, the Philharmonic performances reach more than 200,000 people every season at the Auer Concert Hall and at various venues throughout the community, including schools, nursing homes, community centers, and churches. The Fort Wayne Philharmonic is truly an orchestra of the future, with bold plans to reach deeply into the fabric of the community with exciting, entertaining and meaningful offerings. The Philharmonic reaches more than 39,000 young people and families through its extensive education and community engagement programs, including Ensembles in the Schools, Young People's Concerts, and Club Orchestra - a novel El Sistema modeled collaborative program with 3 Fort Wayne Community Schools - inspiring and motivating young citizens of the future. Regional touring, donor cultivation, and board activities round out a busy performance schedule for the orchestra.

APPLICATION PROCEDURE

Send cover letter and resume to:

Brian Heintz

Director of Employee Relations and Inclusion

4901 Fuller Drive, Fort Wayne, IN 46835

bheintz@fwphil.org

No phone inquiries, please.