

Personnel Manager (Part-Time)

WHO WE ARE

The Boise Phil's mission is to reflect the energy and heartbeat of our communities through invigorating musical experiences that touch the human spirit. Serving the Treasure Valley, the Boise Phil was established over 60 years ago but traces its artistic roots back to 1885. It is the longest continuously running cultural organization in the state, and one of the longest in the country. In addition to the professional orchestra, the Boise Phil also includes the Boise Phil Master Chorale and two Boise Phil Youth Orchestras.

ABOUT THE ROLE

The Personnel Manager is responsible for the human resource management of orchestra personnel, including overseeing application of the Collective Bargaining Agreement, preparing payroll, scheduling musicians, hiring substitute and extra musicians, addressing musician personnel issues and serving as liaison between musicians and the Music Director, guest artists and administrative staff. This position serves as an integral member of the Operations staff, contributing to the creation of exceptional symphonic music presentations and patron experiences.

The ideal candidate will be energetic, detail-oriented and have experience working with orchestra musicians and unions. They should also exhibit strong project management and problem solving skills, be an effective and empathetic communicator, enjoy building relationships and have excellent judgement and the ability to maintain confidentiality. A commitment to diversity, equity and inclusion, along with a willingness to engage in personal and organizational reflection, critical dialogue and growth is expected.

REPORTING RELATIONSHIPS

The Personnel Manager is a member of the Operations Team and reports directly to the VP & General Manager.

KEY RESPONSIBILITIES

- Manage orchestra musician assignments including rotation, relief, and leave. Ensure appropriate substitute musicians are engaged, and rosters are communicated as required.
- Inform appropriate administrative staff of personnel health, family matters and disciplinary issues as they occur.
- Maintain records of attendance at all services. Tracks and documents musician attendance records and prepares absentee/tardy letters as needed
- Ensure proper handling of orchestra disciplinary issues in compliance with the CBA and in coordination with the Executive Director, VP & General Manager, and Music Director
- Prepare orchestra payroll information accurately and on time in compliance with CBA and IMA and in collaboration with the VP of Finance & Business Operations
- Issue individual musician contracts; track special provisions; distribute and collect contracts by appropriate deadlines; maintain personnel records and provide appropriate information to the VP & General Manager
- Assist in securing housing for out of town musicians

- Maintain a respectful and positive environment for the musicians of the orchestra, fostering and encouraging open communication between the orchestra and management, and reinforcing institutional goals and values.
- Along with the VP & General Manager ensure smooth operation of all orchestra activities involving orchestra musicians in compliance with the CBA, including communicating and coordinating as needed with conductors, stage crew, librarian, and other administrative staff.

POSITION REQUIREMENTS

- Exceptional interpersonal skills, including the ability to communicate calmly and professionally in high pressure situations
- Ability to anticipate and resolve issues creatively, demonstrating leadership and teamwork
- Capacity to build and maintain trust and confidentiality, exercising objectivity, discretion and tact
- Ability to successfully prioritize workload and multitask in a fast-paced environment
- Exceptional attention to detail and accuracy in work
- Ability to interpret and administer negotiated collective bargaining agreements and individual contracts
- Experience preparing complex orchestral payroll including overtime, allowances and additional payments
- Strong computer skills, including experience with Microsoft Office. Working knowledge of orchestra management systems and databases is an advantage.
- Some evenings and weekends required

COMPENSATION

This is a non-exempt, hourly, part-time position that will be compensated at \$25/hour. This role will be scheduled for up to 20 hours per week, with additional hours anticipated during concert weeks.

APPLICATION INSTRUCTIONS

To apply, please send a cover letter and resume to Laura Reynolds at laura@boisephil.org. The deadline to apply is Friday, January 28, 2022.

COVID-19 HEALTH & SAFETY REQUIREMENTS

This position will require you to interact with employees, patrons, vendors and others who may or may not be vaccinated or recently tested. You will be required to wear personal protective equipment (PPE) and to comply at all times with the Boise Phil's COVID-19 health and safety policies, including testing and vaccination requirements.

The Boise Philharmonic Association is an equal opportunity employer that values diversity. All qualified applicants will be considered without regard to race, religion, color, national origin, gender identity or expression, sexual orientation, age, marital status, veteran status, disability status, or any other legally protected category.