

Orchestra 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 Orchestra Personnel Manager is responsible for the human resource management of orchestra personnel including overseeing application of the Collective Bargaining Agreement (CBA), preparing payroll details, scheduling musicians, hiring substitute and extra musicians, documenting and reporting musician personnel issues, and serving as liaison between musicians and the Music Director. 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 and detail oriented. They should also exhibit strong project management and problem-solving skills, be an effective and empathetic communicator, enjoy building relationships and have excellent judgment 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 Orchestra Personnel Manager is a member of the six-person Operations Team and reports directly to the General Manager.

JOB DUTIES AND RESPONSIBILITIES

Key Responsibilities

- Manage orchestra musician assignments for all services which include members of the professional orchestra
- Ensure all orchestral personnel aspects of Boise Phil activities are in compliance with the CBA.

Musician Management

- 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.
- Build relationships with musicians, particularly principal musicians, to encourage a proactive flow of communication.
- Take an active role in execution of professional orchestra auditions.
- Oversee onboarding and orientation of new musicians and substitute/extra musicians.
- Manage orchestra musician assignments including rotation, relief, and leave.

- Monitor, maintain, and communicate data related to all service assignments, offers, and absences.
- Communicate pertinent roster and substitute information to the Music Director and Operations Team.
- Maintain an accurate substitute musician list and engage substitutes as needed.
- Communicate regularly and proactively with Principal musicians regarding section personnel matters, the substitute list, and any doublings/cartage needs.
- Inform appropriate administrative staff of orchestra personnel health, family matters, and disciplinary issues as they occur.
- Ensure proper documentation for orchestra personnel disciplinary issues in compliance with the CBA and in coordination with the Executive Director, General Manager, and Music Director.
- Act as a neutral party to take notes during meetings between the Music Director and musicians.
- Coordinate with housing volunteer to place out-of-town musicians in local home stays.

Rehearsal and Performance Management

- Communicate all relevant information to orchestra musicians in advance of concert cycles as well as any last-minute changes as they occur.
- Track attendance for all musicians and follow up with musicians as necessary regarding absences.
- Actively monitor rehearsals and performances to ensure compliance with all aspects of the CBA including but not limited to timing requirements.
- Attend all concerts. Attend rehearsals, as required and/or necessary.

Administrative

- Attend weekly All Staff and Operations Team meetings.
- Prepare orchestra payroll information accurately and on time in compliance with CBA and IMA and in collaboration with the CFO and General Manager.
- Provide General Manager with an accurate list of musicians needing contracts.
- Communicate musician housing needs for out-of-town musicians to volunteer coordinator.
- Communicate and coordinate as needed with other staff and vendors.
- Perform other duties as assigned by the General Manager and Executive Director.

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 CBA and individual contracts.
- Strong computer skills, including experience with Microsoft Office.
- Experience preparing complex orchestral payroll including overtime, allowances and additional payments is a plus.
- Working knowledge of orchestra management systems and databases is an advantage.
- Regular evenings and weekends required September – May.
- Successful completion of a background check

COMPENSATION

This is a non-exempt part-time position that will be compensated at \$21/hour for 30 hours per week. Healthcare benefits include Medical/Dental/Vision/Group Life/Short Term Disability insurance coverages at a cost to the employee of \$200 per month through payroll deduction. A 3% Simple IRA retirement match (with participation) is available after a 1-year of employment. Spouse and dependent medical/dental/vision coverages are also available at full cost to the employee.

Prior to renewal of a contract a review will be completed by a direct supervisor(s) and may include but is not limited to surveys to colleagues and ensemble members, observation of rehearsal, meeting with supervisor(s), self-evaluation, etc.

APPLICATION INSTRUCTIONS

To apply, please send a cover letter and resume to Brandon VanWayenberghe at brandonvw@boisephil.org. The position is open until filled.

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.