



## Job Description

**Job Title: Assistant Orchestra Personnel Manager**

**Department: Artistic Operations**

**Reports to: Director of Orchestra Personnel**

**FLSA status: (exempt or nonexempt) Exempt**

**Date prepared: June 22, 2021**

**Approved by: Justin White**

### SUMMARY

The Assistant Personnel Manager and Director of Orchestra Personnel of the Kansas City Symphony act in a human resources capacity for orchestra personnel and are liaisons between musicians, the music director, and management. The personnel managers monitor schedules, maintain attendance and payroll records, coordinate auditions, and serve as a resource and counsel for musicians. The Personnel Managers interact with the music director, conductors, senior management, operations, and musician union representatives. Position requires knowledge of contract agreements in addition to orchestra policies and procedures, finely tuned communications skills, and discretion in handling confidential personnel matters.

### ESSENTIAL DUTIES AND RESPONSIBILITIES *include the following:*

- Work with the Director of Orchestra Personnel in administering the Collective Bargaining Agreement with respect to all services; start & stop times, breaks, attendance, seating, hiring of substitute and extra musicians as needed, posting schedules and official communications, etc.
- Have a working knowledge of the attendance and payroll systems; administer attendance and payroll as needed.
- Manage Personnel files and databases; personal data, contracts, payroll.
- Serve as Audition Coordinator, organizing and maintaining all applications and resumes; communicating time and date of auditions to internal and external candidates, audition committee and musicians' union in timely and accurate manner.
- On audition days, ensure that auditions run smoothly by attending auditions, being available to answer questions, and assisting the Director of Orchestra Personnel as necessary.
- Maintain file of audition committee guidelines and repertoire for each audition in an organized and accessible manner.
- Shares the responsibility of attending rehearsals and concerts with the Director of Orchestra Personnel.
- Administer and organize the Kansas City Symphony Community Connections Program, and work with Director of Education and Community Engagement regarding matters as they pertain to the Mobile Music Box, concerts at the Webster Symphony Headquarters, and any other small ensemble community event as described in the CBA.
- Verify working eligibility for new employees using the E-verify method.

- Update the musician's intranet site on a regular basis with necessary information such as rosters, rehearsal schedules, and Community Connections postings.
- Update the KCS public website with audition information.
- Hire all substitute and extra players after determining needs with the Director of Orchestra Personnel.
- Keep updated annual records of emergency contact information for any KCS employee working at the Kauffman Center.
- Update the substitute/extras list on an annual basis with the principals of each section.
- Organize the annual flu shot clinic for musicians and staff.
- Other duties and responsibilities as may be assigned.

### **ESSENTIAL DUTIES AND ABILITIES**

- Ability to handle and organize multiple tasks and to respond to multiple inquiries.
- Heavy emphasis on record keeping and documentation consistent with overall needs of Orchestra Personnel, the Collective Bargaining Agreement, and Management.
- Ability to perform basic math calculations.
- Computer literacy: ability to work with word processing, spreadsheet, Microsoft Office programs, and OPAS software system.
- Strong interpersonal skills; ability to maintain strict confidentiality of Personnel and benefit records.
- Flexible work schedules, including nights, weekends, services away from Kansas City, and travel for tours and run-outs as needed.
- Performs other duties that may be assigned.

### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **SUPERVISORY RESPONSIBILITIES:**

Manage all aspects of the day-to-day responsibilities of the 80 contracted orchestral musicians.

### **EDUCATION AND EXPERIENCE:**

Bachelor's Degree (BA) in music or related field or two years' experience and/or training; or equivalent combination of education and experience. Musical background with a knowledge of classical music and understanding of orchestral instrumentation preferred.

### **LANGUAGE SKILLS:**

Excellent communication skills. Ability to read, analyze, and interpret complex documents. Ability to respond effectively to the most sensitive inquiries or complaints.

**REASONING ABILITY:**

Must be flexible and able to problem-solve quickly. Must be able to work closely with musicians and conductors. Must have strong organization skills and be able to multi-task, monitoring several ongoing projects and deadlines at any given time.

**OTHER:**

Computer experience with Word and Excel is required. Ability to calculate figures and amounts such as discounts, interest, proportions, percentages.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to move near and around delicate instruments and stage equipment in tight quarters without disturbing or jeopardizing safety of same or self. Ability to identify instances of excessive decibel levels and to troubleshoot in advance of complaints. Ability to move quickly to respond to unexpected physical hazards. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand and walk. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include ability to monitor focus.

**WORK ENVIRONMENT:**

Due to rehearsals, concerts and KCS related events, this position demands flexibility with hours and ability to work nights and weekends. Position requires a drivers' license and personal automobile for use. Mileage will be reimbursed by the KCS. Some overnight traveling is required.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**TO APPLY:**

Please submit your resume and cover letter by email to Justin White, Director of Orchestra Personnel, at [jwhite@kcsymphony.org](mailto:jwhite@kcsymphony.org); or by mail to:

Kansas City Symphony

Attn: Justin White

1703 Wyandotte Street, Suite 200

Kansas City, MO 64108

No calls, please.

*The Kansas City Symphony is an equal opportunity employer and is committed to creating and supporting a diverse staff.*