



JOB POSTING

Assistant Orchestra Personnel Manager

POSTING DATE: *January 19, 2023*
REPORTS TO: *Director of Orchestra Personnel*

The Kansas City Symphony seeks an Assistant Orchestra Personnel Manager to join the operations team in the planning and execution of orchestral activities. As Assistant Orchestra Personnel Manager, you will work closely with talented musicians and staff in a high-paced, efficient environment at one of Kansas City's leading cultural institutions and one of America's major orchestras.

POSITION SUMMARY: In collaboration with the Director of Orchestra Personnel, the Assistant Orchestra Personnel Manager is responsible for supporting the everyday activities and schedule for the musicians of the Kansas City Symphony. The Assistant Orchestra 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 build and maintain trust among orchestra musicians and administrative staff, 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, guest artists, senior management, operations, and musician union representatives.

The Ideal Candidate will have:

- Bachelor's Degree (BA) in music or a related field and an understanding of orchestral instrumentation.
- 2+ years experience working with a professional orchestra or other performing arts organization.
- Experience working in union environment with a collective bargaining agreements is preferred.
- Outstanding written and verbal communication skills as well as superior listening capacity.
- Computer literacy working with email, word processing, spreadsheet and database applications.
- High aptitude for organization and the capacity to manage multiple projects simultaneously.
- Strong interpersonal skills, critical thinking, and attention to detail.
- Ability to maintain strict confidentiality and discretion, strong sense of personal integrity.

COMPENSATION: Annual salary of \$45,000 or more, commensurate with experience. The Kansas City Symphony offers a very rich suite of benefits including a PPO health insurance plan with dental and vision benefits, along with a 403(b) plan with employer match, disability insurance, and maternity benefits.

ABOUT THE ORGANIZATION: Presenting more than 140 performances annually, the Kansas City Symphony offers great performances for greater audiences to transform hearts, minds, and communities through the power of symphonic music. Our uncompromising performance standard has advanced us as a locally, nationally, and internationally recognized orchestra with solid financial resources and a culture that stimulates effective relationships between board, staff and musicians.

If you are interested in joining an organization that is not only fanatical about symphonic music but also about the transformational effect that this living art form can have on people's lives, we invite you to apply by submitting a cover letter and resume to jwhite@kcsymphony.org.



The Kansas City Symphony is an Equal Opportunity Employer. We encourage applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, disability, or veteran status.