



JOB DESCRIPTION | Personnel Manager

Kalamazoo Symphony Orchestra

Job Title: Personnel Manager
Organization: Kalamazoo Symphony Orchestra
Reports to: Director of Operations & Artistic Planning
Class: Part-Time, Hourly; Hybrid

The Kalamazoo Symphony Orchestra is seeking qualified candidates for a **Personnel Manager** to join our collaborative, enthusiastic team. Our mission is to serve our community through outstanding musical listening and learning experiences. You will help carry out this mission in an environment where you are valued for the work you do and have an opportunity to make a difference in the community.

Position Summary:

The Personnel Manager is responsible for the management of all KSO orchestra members. Additionally, this person assists the Director of Operations & Artistic Planning in ensuring that the scheduling and production of the Kalamazoo Symphony Orchestra's concerts, rehearsals, and special events run smoothly, effectively, and in a financially responsible manner. This person works with all musicians, partners, and vendors in a way that builds strong positive relationships for the KSO.

This is an hourly hybrid, part-time position that averages 20 hours per week with more hours during concert production periods and lighter schedules during non-performance weeks. The KSO strives to maintain a flexible working environment. While in-person attendance is required at some meetings, rehearsals, and performances (including some evening and weekend work) there is some flexibility in setting your own working hours and location.

Primary Responsibilities include, but are not limited to:

- Develop and maintain a strong and collaborative working relationship with musicians to support their needs. Serve as the musicians' primary point of contact, fielding and managing personnel issues during and between orchestra services.
- Manage KSO Musician Hiring under the terms of the Collective Bargaining Agreement (CBA):
 - Prepare and issue Personal Service Agreements for contract and appointed musicians.
 - Maintain substitute musician lists in conjunction with conductors and principal musicians.
 - Oversee auditions for vacant contract positions from inception to conclusion including discussion of vacant positions with Music Director and KSO Staff, assembling committees, advertising, audition-day logistics, and hiring of assistants.
- Use the ArtsVision orchestra management platform to:
 - Maintain musician personal and travel information.
 - Track musician schedules, attendance, service counts, absence requests, paid and unpaid time off, sick days, and tenure status.
 - Roster musicians to programs in line with concert needs and CBA guidelines.

- Help maintain the master calendar.
- Assist the Director of Operations & Artistic Planning to:
 - Oversee organization-wide implementation of the CBA.
 - Resolve any musicians request, issue, complaint, or grievance.
- Manage the KSO Musicians Portal alongside the Operations & Stage Manager
- Serve as manager on duty at orchestra services: issue announcements, monitor service start/stop and break times, assist the Director of Operations & Artistic Planning with guest artist management.
- Prepare, verify, and submit orchestra and ensemble payrolls to the Finance team.
- Submit information to the union (American Federation of Musicians) as needed.
- Ensure communication of all rehearsals, performances, recordings, runouts and tours, auditions, and meetings to musicians.
- Liaise with other KSO teams on musician needs.
- Ensure that individual musician contracts, tenure notifications, and related documents are issued and executed in accordance with the Master Agreement.
- Other duties as assigned.

Required Qualifications:

- Collegial attitude
- Ability to:
 - Handle and communicate sensitive information
 - Communicate and work effectively with a variety of constituencies and personalities
 - Think critically, problem solve, and make decisions in a timely manner
 - Lift, carry and move up to 25 lbs
- Willingness to use and learn new technologies and processes
- Evening and weekend availability
- Valid driver's license and good driving record

Preferred Qualifications:

- Knowledge of orchestra, theatre and/or performing arts stage operations, technology and communications, union contracts
- Familiarity with venues in Kalamazoo (Miller Auditorium, Chenery Auditorium, Comstock Auditorium, Kalamazoo Institute of the Arts, Civic Theatre, Bronson Park, Jolliffe Theatre, Gilmore Car Museum, Wings Stadium, Expo Center)
- Familiarity with: Microsoft Office (Outlook, Word, Excel, Visio), SharePoint, Teams; ArtsVision; Google Drive, Zoom, Adobe Acrobat

Other Requirements:

- Mobile phone
- Personal vehicle
- Access to home or offsite internet service if working remotely
- Attendance at most orchestra rehearsals and performances

Compensation and Culture

The compensation for this position is \$19/hour or approximately \$19,000-\$20,000 per year, paid bi-weekly. This position is not eligible for benefits with the exception of free on-site parking and complementary tickets to most KSO performances. Voluntary participation in the KSO's 403(b) plan with a 3% wage match is available. You'll be joining a team where all members are valued. KSO promotes a positive work environment with a trust-based culture of flexibility. Team members collaborate, communicate, and contribute to the collective goals and environment of the KSO.

About the KSO

Making symphonic music a part of everyday life for over 100 years, the Kalamazoo Symphony Orchestra serves its community through lifelong musical experiences and learning throughout our community. The KSO is actively collaborating with other Kalamazoo area organizations to inspire, care for, educate, and connect people through the arts. The KSO is the state's third-largest orchestra, with a professional roster of more than 80 musicians and a dedicated administrative staff working together to curate exceptional symphonic music, world-class guest artists, and vibrant educational programs.

The KSO receives major support from the Kalamazoo Community Foundation and the Stryker Johnston Foundation and is supported by the Michigan Arts & Culture Council. The KSO is a member of the most recent cohort of the Catalyst Incubator Fund of the League of American Orchestras to advance equity, diversity, and inclusion in the orchestra field. Kalamazoo Kids in Tune, an innovative after-school orchestra immersion program, has received recognition from Carnegie Hall's Weill Music Institute. The KSO also receives generous support from other local, state, and national foundations and private and corporate support.

To Apply:

To apply for this position, please submit a cover letter of introduction outlining your specific experience and qualifications and resume in PDF format to HR@kalamazoosymphony.com. For best consideration, please apply by **June 9, 2023**. Position will remain open until filled. No phone calls, please. Background checks will be required on all final candidates.

At the Kalamazoo Symphony Orchestra, we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, age, sex, pregnancy (including childbirth, lactation and related medical conditions), national origin, disability status, marital status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. Candidates from all backgrounds and walks of life are encouraged to apply. Additional information about the Kalamazoo Symphony Orchestra can be found on our website at KalamazooSymphony.com.