

**EAST TEXAS SYMPHONY ORCHESTRA
ORCHESTRA MANAGER
JOB DESCRIPTION**

The ETSO Orchestra Manager is responsible for both Personnel Manager and Orchestra Librarian duties as delineated below.

PERSONEL MANAGER

Reports to: Executive Director

Position Summary: The Personnel Manager (PM) is responsible for the recruitment, contracting, supervision and accurate record keeping of all ETSO musicians. The PM partners with the Music Director and Stage Manager in anticipating and avoiding obstacles to ensure the smooth and productive functioning of the orchestral ensemble at all services. The PM manages the assignment of per-service musicians. The PM is the final authority with respect to time keeping at services.

Principal duties and Responsibilities:

1. Engages musicians as required for each service including orchestra members, substitutes, and woodwind/brass assistants. Facilitates contracting with the Director of Finance and Human Resources.
2. With the Music Director, plans the musician personnel needs for the season per programed orchestration including number of services.
3. Serves as administrative supervisor to orchestral musicians.
4. Observes timing of and supervises the operation of orchestra services in accordance with CBA parameters; advises and consults with conductor and others to facilitate efficient and proper operation of services.
5. With the Music Director and Director of Finance and Human Resources, helps in annual budget planning and per concert payroll.
6. Sets and publishes Orchestra roster as required.
7. Maintains and updates orchestra mailing lists and necessary personal information using OPAS database.
8. Manages substitute musician lists with section principals.
9. Oversees and confirms all non-citizen orchestra musician immigration status.
10. Manages all aspects of orchestra auditions, including date planning, advertising, processing of applications, facilitation of audition committee work, budgets, and facilitating the audition event.
11. Maintains orchestra personnel files.
12. Communicates parking instructions to the orchestra, and any other venue related information.

13. With the Women's Symphony League, facilitates Harmony Inn housing program for musicians.
14. Informs all parties of any known or imminent violation of any provision of the Master Agreement.
15. Submits annual Orchestra Manager Report to Executive Director by May 31 of each year, including any pertinent changes in policy, personnel, or issues of any ongoing nature to be addressed in the coming season.

ORCHESTRA LIBRARIAN

Reports to: Executive Director

Position Summary: The Orchestra Librarian is responsible for the ordering, marking, and distributing all concert music, and the archiving of all orchestra library materials including printed music and recordings. The Orchestra Librarian provides folders and any other materials needed at each service. The Librarian keeps accurate records of each performance and guest artists in OPAS database. The Librarian reports to BMI and ASCAP, and generates the annual League of American Orchestras Repertoire Report. The Librarian partners with the Music Director in anticipating and avoiding obstacles to ensure the smooth and productive functioning of the orchestral ensemble at all services.

Principal Duties and Responsibilities:

1. With the Music Director, secures the repertoire list for the upcoming season.
2. With the Music Director, confirms the instrumentations and personnel needs of all works.
3. Produces annual music budget with instrumentation reflecting works to be purchased or rented.
4. Reviews all music to determine if parts meet acceptable standards.
5. Orders all needed parts including scores.
6. Receives and inventories all incoming music.
7. Keeps accurate records of expenses and provides invoices to the Director of Finance and Human Resources on a per concert basis.
8. Returns all rental music as prescribed by the rental agency after each performance
9. Procures any errata lists related to planned works.
10. Sets up and distributes bowings timeline to principal string players.
11. Sends music to Concertmaster and other principals to be bowed.
12. Marks each string part with correct bowings and all other parts with any pertinent information provided by Music Director.
13. Ensures that bowings, rehearsal letter/numbers and measure numbers are compatible between conductor's score and players' parts.
14. Distributes marked parts to orchestra players per the CBA deadline.
15. Brings any needed supplies to each service.

16. Edits or copies parts as requested by the Concert Master or Music Director.
17. At performance venue, places black folders on each stand with programs.
18. Collects all music including rental scores after each performance.
19. Reports performance repertoire to BMI and ASCAP.
20. Maintains and updates all orchestra performances, recordings, and repertoire using OPAS database.
21. Generates requested reports by Music Director or Executive Director using OPAS.
22. Maintains orchestra library and catalogue of ETSO holdings.
23. Orders materials for library such as folio boxes or supplies for mailing music.
24. Assists Audition Committee in finding or providing any needed music for auditions.

Qualifications and Requirements:

The ideal candidate will have an undergraduate degree in a related field. Ability to work professionally with a variety of constituents, including conductors, orchestra musicians, and stage technicians, is essential. The successful candidate will have superb organizational, interpersonal, supervisory, and communications skills, ability to read music, and a reputation for accuracy, responsiveness, meticulous attention to detail, and follow-up. He/she will have the energy and flexibility required to function effectively in the fast-paced, challenging environment of a professional symphony orchestra and will be able to work effectively with a wide variety of people. It is critical that the Orchestra Manager be an experienced user of Excel, Word, and OPAS.

Compensation and Benefits: To be negotiated

Application Procedure:

Applications will be accepted until position is filled, Submit resume with a cover letter stating interest and qualification, along with three professional references. No phone call, please.

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