

Reno Chamber Orchestra
Job Description
Personnel Manager

The Personnel Manager is responsible for the hiring and administration of all RCO musicians. The Personnel Manager answers to the Executive Director and the Music Director of the Reno Chamber Orchestra (RCO) and is responsive to the Director of Administration, Manager of Orchestra Operations & Social Impact, and the RCO Players Committee.

Duties

Contracting and Hiring

1. Maintain the list of members of the orchestra, both contract and non-contract, regular and substitute.
2. Maintain list of union membership in coordination with RCO Players Committee and communicate any updates to the Administration Director and Executive Director.
3. Prepare and send annual contracts and availability letters to all RCO contract members in accordance with the RCO's Collective Bargaining Agreement (CBA).
4. Hire substitute musicians in coordination with RCO Music Director and principal players in a timely manner.
5. Maintain records on tenure for all contract musicians, including timely scheduling of all mid-point and final tenure review meetings.
6. Hire musicians for all RCO education and community engagement activities as well as donor events that call for musicians.

Concerts

1. Before each set of services, communicate with the musicians in writing one week before scheduled music pick up the schedule of rehearsals, performances, and all other concert information.
2. Coordinate and communicate travel plans for out-of-town musicians to the Manager of Orchestra Operations, as well as coordinate housing for these musicians.
3. Prepare timely personnel lists for each concert and submit to Director of Marketing & Development by set deadlines for inclusion in the concert program.
4. Attend all rehearsals and concerts of the orchestra, arriving at least 30 minutes before the rehearsal or performance is scheduled to commence to assure that service requirements and working conditions are being met in accordance with the CBA.
5. Keep a record of the orchestra members in attendance at rehearsals and concerts, noticing absences and tardiness as delineated in the CBA.
6. Prepare timely and accurate payroll information in the format required by the Director of Administration as well as create and maintain an up-to-date file of Federal forms I-9, W-4 for each musician hired.
7. Assist Manager of Orchestra Operations with music preparation and distribution.

Auditions

1. Manage all aspects of the RCO audition process:
 - a. Pre-prepare audition announcements and advertisements
 - b. Send out audition announcements to all relevant parties
 - c. Put together audition packets with relevant audition excerpts and all audition information
 - d. Hire audition committees as soon as audition dates have been set for the season
 - e. Serve as point of contact for all auditioning candidates as well as vetting candidate resumes
 - f. Serve as audition monitor on day of auditions
 - g. Any other duties as outlined by the RCO CBA

General

1. Act as a liaison between management, music director, and orchestra musicians—assisting all parties with communications that promote mutual understanding.
2. Be well versed in the most recent RCO CBA particularly the sections that are to be carried out by the Personnel Manager.
3. Attend weekly staff meetings and keep regular set in office hours.

Desired Skills:

- A highly organized, structured approach to accomplishing tasks.
- Understanding of classical music instrumentation, repertoire, logistics and collective bargaining agreements.
- Ability to work with a variety of performers and artistic leaders.
- A sense of diplomacy when handling sensitive information and interactions.
- Proficiency in computers including Microsoft Office Suite and Google Suite.

Pay and Hours

- This is a part time position compensated at \$20 per hour, up to 40 hours per month.

To apply please send resume and cover letter to: mduplissie@renochamberorchestra.org