



The Tallahassee Symphony Orchestra invites applications for the position of Personnel Manager.

### The Organization

Currently in its 43rd season, the Tallahassee Symphony Orchestra (TSO) stands as a model for regional orchestras across the country. As an integral part of Tallahassee's cultural scene, the TSO seeks to serve the entire diverse community through unique and uplifting musical experiences. As part of a larger, nation-wide group of American orchestras 1000+ strong, the TSO strives to advance the art form of orchestral music and to conduct best practices in all areas of business.

The TSO's 2023-24 season is the most ambitious in the orchestra's history, and it includes 18 concerts: 6 Classics concerts, 2 Holiday Pops events, 3 Young People's concerts, 2 performances of Handel's *Messiah*, a Halloween Spooktacular event, a Beatles revival show (in partnership with Opening Nights), 2 performances of Harry Potter and the Sorcerer's Stone in Concert, and a 2<sup>nd</sup> annual Freedom's Eve Emancipation Concert. In addition to this the TSO conducts several educational and engagement activities throughout the year, including performances by our resident string quartet, Mina, and a free after school strings program at Sabal Palm Elementary School.

The TSO is governed by a 32-member Board of Directors who meet approximately 9 times annually (including a half-day board retreat); the organization receives additional volunteer and fundraising support from the Tallahassee Symphony Society. The TSO's operating budget in 2023-24 is approximately \$1.4 million and there is currently an administrative staff of 3 full-time and 4 part-time employees. The TSO also receives administrative help from 3 paid interns.

### The Position

The Personnel Manager will work with the Director of Operations and reports to the CEO. The position is half-time. Duties and responsibilities include:

- Issue and review musician contracts
- Maintain attendance and payroll records
- Create orchestra payroll budget in coordination with CEO and Music Director
- Schedule and coordinate all auditions for open positions
- Attend all orchestra services
- Coordinate with conductor and venue stage manager/s for appropriate stage setup
- Create any musician rosters to librarian for distribution
- When necessary, attend Orchestra Committee meetings as a neutral resource for discussion of proposed agenda items
- Cultivate and hire appropriate substitute musician(s) for absent orchestra members
- When appropriate, serve as a resource and counsel for musicians
- Ensure policies and procedures as set forth in Musician Handbook are abided by

### Candidate Profile & Skills

The successful candidate will be highly organized with a keen eye towards detail. This position requires superb interpersonal and communication skills, and skill in dealing with venue staff, musicians, and vendors. The successful candidate will demonstrate the ability to work well under pressure and will exhibit maturity, self-confidence, and discretion in dealing with sometimes sensitive situations.

The successful candidate will have an understanding of how orchestras function and will be expected to gain a working knowledge of the TSO orchestra Musicians' Handbook and other policies/procedures. Competency at the Microsoft Office Suite essential, and knowledge of orchestral music is a plus. Night and weekend work will be required of the candidate. This position sometimes requires the ability to lift and carry objects up to 25 pounds.

### Compensation and Benefits

Pay rate is \$20/hour or \$20,000 annually, paid in monthly installments. The position is considered a 1099 contractor as defined by the Internal Revenue Service.

### Applications

Please send a letter of application, resume, and contact information for 2 references. All applications will be confidential and references will not be contacted without the candidate's consent. Send materials by Friday, October 13, 2023 to Dr. Amanda Stringer, CEO, at [astringer@tallahassee-symphony.org](mailto:astringer@tallahassee-symphony.org).