

Cheyenne Symphony Orchestra
ORCHESTRA MANAGER
JOB DESCRIPTION
Dated January 11, 2019

Qualifications:

The position of **Orchestra Manager** is a part-time, salaried position of the Cheyenne Symphony Orchestra requiring a thorough background in and knowledge of music history, theory and education, as well as the understanding of the inner workings of the professional symphony orchestra.

A successful candidate will be organized, an effective communicator both verbally and in writing (via email), and able to work independently. A degree in music performance, history, education or arts management is preferred. Previous experience in personnel management is also very helpful.

Reports to: Executive Director and Music Director

Responsibilities:

1. Musician Hiring and Concert Production

- Develop and maintain a thorough working knowledge of the Master Agreement adopted on May 1, 2001, and restated on September 23, 2012.
- Serve as CSO's representative at all services, rehearsals and concerts.
- Prepare and distribute orchestra member contracts by June 1 annually based on the needs required by the selected repertoire and provided budget, in consultation with the Music and Executive Directors.
- Compile a list of musicians and substitutes to be available for the season concerts, to be updated and reviewed annually by the Music Director and section principals.
- Ensure that the correct complement of musicians is contracted for every service at least 37 days prior to the service.
- Secure appropriate tax forms, I9 documentation and direct deposit forms for musicians and provide them to the CSO office.
- Take attendance at each rehearsal.
- Distribute musician checks as necessary at intermission.
- Help as necessary with music distribution and collection at rehearsals and performances.
- Coordinate with the Civic Center Stage Manager on stage setup, equipment needs, and special requests. In some cases, the Orchestra Manager may be asked to help procure and transport additional percussion needed for a particular concert.
- Oversee the caterer at rehearsals.

- Coordinate and advertise all formal auditions as outlined in the Master Agreement. The audition budget prescribed by the Executive Director will be strictly followed.
- Other duties as assigned.

2. Administration

- A current directory shall be compiled and maintained of all tenured, provisional and acting members of the orchestra.
- Establish effective communication avenues and guidelines for the orchestra. For all incoming inquires, the Orchestra Manager shall strive to respond in 48-hours or less.
- Ensure that the Master Agreement is followed by all parties. Notify the Music Director and/or Executive Director of any deviations from the agreement.
- All operational problems and complaints that occur during a rehearsal or concert shall first be brought to the attention of the Orchestra Manager and attempt to be resolved following the provisions of the Master Agreement.
- Provide the completed roster with music distribution preferences to the librarian at least 30 days prior to the first rehearsal and coordinate with the librarian as directed in the Master Agreement.
- Prepare and provide the orchestra payroll to the office no later than 12pm Thursday of concert week.
- Act as a liaison between the Orchestra, Orchestra Committee and Music and Executive Directors.
- Assist the Executive Director and Music Director in the negotiation of musicians' contracts and Master Agreement.
- Maintain an up-to-date pay comparison chart with other regional orchestras.
- Assist in the development of the long-range goals of the CSO on orchestra issues.
- Maintain a roster of CSO-related chamber ensembles that can be distributed to the general public upon request.
- Other duties as assigned.

The responsibilities of this position require an average of 15 to 20 hours per week with a higher concentration of time during the concert season and auditions. Average hours per year = 800.

To Apply:

Send a resume and cover letter to Lindsey Reynolds, Executive Director, at Lindsey@cheyennesymphony.org by February 1, 2019.