



Position Title: Orchestra Manager

The Waynesboro Symphony Orchestra, consisting of 60-70 musicians, performs 9 concerts (in 5 concert cycles) each season from September through April. The WSO also offers a chamber music series consisting of 4 concerts in 2 cycles and an outreach program for local schools. Each spring it hosts an open string orchestra reading session as an outreach initiative and recruiting tool for the organization. Every other year the organization conducts a Young Artists Concerto Competition for high school-aged musicians.

Description:

The primary responsibility of the Orchestra Manager is to manage personnel and logistics for the orchestra. The Orchestra Manager reports to the Board President and works closely with the Music Director while overseeing the orchestra staff, which currently includes the Librarian and two Stage Managers. The WSO ideally seeks a creative professional who possesses strong interpersonal skills and vision for this ever expanding, dynamic community orchestra.

Duties and Responsibilities:

- Ensures all necessary personnel are assigned for each concert cycle.
- Communicates regularly with the Music Director, staff, and personnel.
- Communicates details regarding weekly rehearsals and performances to staff and personnel.
- Attends all rehearsals, concerts, and other events.
- Advocates on behalf of the personnel to the Music Director, President, and Board of Directors.
- Maintains confidentiality in sensitive personnel matters.
- Coordinates logistics with Stage Managers.
- Communicates instrumentation and music needs to the Librarian.
- Works with the Treasurer to ensure payments to musicians and payment summaries during tax season.
- Provides support to the Chamber Music Coordinator.
- Coordinates auditions and new personnel appointments with the Music Director.
- Coordinates the rehearsal and concert schedules with the Music Director.
- Helps coordinate social media presence.
- Works closely with our web designer to ensure information is posted in a timely manner and content remains up to date.
- Works closely with our graphic designer in the preparation and completion of concert publicity materials.

- Works closely with the President to create and send periodic communications to the patron list.
- Attends monthly and occasional special session Board meetings
- Proofreads certain documents (e.g., concert programs) and works on rental and recording contracts.
- Supports the Music Director, President, and Board in an administrative capacity as new projects arise.

Minimum Requirements:

Undergraduate degree. Shall have working knowledge of the general operation of symphony orchestras. Shall exhibit diplomacy and decisiveness while making decisions in a timely and effective manner. Shall possess strong time management skills. Shall balance the policies and needs of the organization with requests of the personnel. Should be able to handle spontaneous situations in a variety of circumstances. Shall have excellent verbal and written communication skills. Preferably will have working knowledge of the Google platform and Mailchimp.

While there is administrative work to be done throughout the year, the weekly number of hours required in this position will fluctuate depending on timing within the performance season; therefore, a degree of flexibility in working hours shall be required. This is a part time position.

Start Date: August 2024.

Salary: Commensurate with experience; \$15,000-\$17,000.

Application Review will begin on **April 22nd** and continue until the job is filled.

Please submit a Letter of Intent and Curriculum Vitae or Resume to:

Laura Jean Brand
Chair, WSO Orchestra Manager Search Committee
laura.j.brand@gmail.com