

## Personnel Manager Position Description

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<b>POSITION:</b>	Personnel Manager
<b>REPORTS TO:</b>	Director of Production
<b>SUPPORTS:</b>	Personnel Committee
<b>SUPERVISES:</b>	Orchestra Musicians
<b>POSITION TYPE:</b>	Exempt
<b>SCHEDULE:</b>	Full-time year-around. Flexibility possible to accommodate summer seasons at outside organizations. Evening and weekend work required.
<b>COMPENSATION:</b>	Annual Salary: \$40,000 (pro-rated based on start date)
<b>BENEFITS:</b>	
<b>Health Insurance:</b>	100% of premium paid by employer for employee Dependents: Employee funded
<b>Dental Insurance:</b>	Employee funded
<b>Term Life and Long Term Disability Insurance:</b>	100% of premium paid by employer for employee
<b>403(b) Plan:</b>	Employees eligible to participate (employer does not presently provide matching contribution)
<b>Leave:</b>	13 days paid holiday leave 12 days paid personal leave plus accrual of 0.5 additional day for each year of continuous service up to a maximum of 19.5 days 12 days paid health and wellness leave
<b>Parking:</b>	Provided by employer
<b>Mileage:</b>	Reimbursed with advance supervisor approval

**Position Summary:** The Personnel Manager (PM) is responsible for the human resources management of the orchestral musicians of the Louisiana Philharmonic Orchestra (LPO). As such, the PM administers and enforces the LPO's Operating Rules & Procedures and AFM Collective Bargaining Agreement. The PM also sees that the LPO adheres to any additional union contracts, electronic media and recording contracts, and other related contracts. The PM's most important obligation is to ensure compliance fairly and impartially with the aforementioned documents, even in the face of differing opinions voiced by individual musicians or members of the administration.

As the only full-time musician-governed and collaboratively operated orchestra in the United States, the LPO's unique structure fosters a close relationship between the musicians, artistic and administrative staff, Music Director, and other constituents. The PM nurtures positive relationships with these groups, creating a workplace environment conducive to the highest quality musicianship.

#### **Duties and Responsibilities:**

- Oversee the processes set forth in the LPO Operating Rules related to auditions, contracts, tenure, leave requests, discipline for full-time musicians, and contracting for substitute and extra musicians.
- Serve as a liaison between the orchestra musicians, Music Director, other conductors, and the administrative staff for all personnel activities, facilitating the open exchange of information between all parties, as appropriate and within the limits of confidentiality.
- Attend orchestra services; monitor compliance with union contract and Operating Rules; keep official time clock and take attendance at orchestra services, including recordings and photograph sessions.
- Assure compliance with the LPO's Operating Rules & Procedures and AFM Collective Bargaining Agreement regarding personnel issues and resolve conflicts and personnel matters, including working with LPO Personnel Committee and managing grievances and variance requests.
- Serve as administrative supervisor to LPO musicians; initiate first-step disciplinary procedures with individual members of the orchestra when required.
- Provide administrative support to and serve as a non-voting member of the LPO Personnel Committee.
- Coordinate musician appointments and substitute/extra lists with Music Director and section principals, and create a musician roster for each concert, hiring substitute and extra musicians as needed. Arrange travel and housing as needed for substitute and extra musicians.
- Maintain and file all personnel records of the LPO musicians. Maintain all records of leave, personal days, sick dates, and other absences. Collect all required state and federal forms from new employees.
- Maintain Orchestra Service Calendar and send updates via email to LPO musicians and administrative staff.
- Coordinate all aspects of auditions and report the results to the LPO administrative staff and orchestra.
- Produce timely and accurate weekly orchestra payrolls, enter weekly payroll data into the online (Paycom) system for musicians and LPO staff, and verify the accuracy of the payroll journal prior to authorizing the weekly direct deposit. Produce all weekly reports and monthly reports, including Project reports and Pension/Dues reports.
- Ensure statutory compliance with all workplace and hiring regulations of the US Dept. of Labor, LA Dept. of Labor and OSHA.

#### **Position Requirements:**

- Bachelor's Degree required, emphasis in music strongly preferred. Will substitute degree for relevant professional experience. Professional orchestra performance experience preferred.
- Minimum of two years of arts management experience, or equivalent experience in a related field.

- Successful experience working with orchestral musicians and conductors.
- Ability to work with and maintain confidential data.
- Ability to apply troubleshooting and problem-solving skills as issues arise.
- Ability to promote a positive and passionate work atmosphere by behaving and communicating with internal and external contacts in a manner using considerable professionalism, tact and enthusiasm. Ability to interact with others in a manner that inspires trust and confidence.
- Must have passion for excellence along with professionalism, dedication, and commitment.
- Excellent planning and organizational skills.
- Outstanding oral and written communications skills.
- Demonstrated success motivating and developing staff, musicians, and volunteers.
- Results and team-oriented work style characterized by a creative and tenacious approach to problem solving.
- Flexible and resilient – comfortable embracing change.
- Unwavering commitment to artistic excellence.
- Ability to use various computer applications including proficiency in the use of Microsoft Office. Significant experience with OPAS and Microsoft Excel preferred.
- Willing to work regular evenings and weekends.
- Smart phone and automobile required.

*LPO provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, marital status, genetic information, or any other protected classification.*