

OREGON SYMPHONY

JOB DESCRIPTION

Director of Orchestra Personnel

EXEMPT STATUS:	SALARIED (EXEMPT)
REMOTE HYBRID ELIGIBLE:	LIMITED
DEPARTMENT:	OPERATIONS
REPORTS TO:	VP AND GENERAL MANAGER
DIRECT REPORTS:	1+
EFFECTIVE/LAST UPDATED:	APRIL 1, 2026

POSITION SUMMARY:

The Director of Orchestra Personnel ensures the effective, compliant, and artistically aligned management of all musician-related activities. This role integrates artistic priorities with operational execution by overseeing musician staffing, service coordination, and personnel processes in accordance with the Collective Bargaining Agreement (CBA). As the central liaison among musicians, conductors, and administration, the Director enables seamless orchestra operations, supports a positive and professional musician experience, and safeguards organizational integrity in all personnel matters.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Orchestra Personnel Operations & Service Delivery

- Oversee day-to-day orchestra personnel operations, ensuring effective execution of rehearsals, performances, and related activities.
- Assign musicians to services in alignment with the CBA and artistic priorities, in collaboration with the Music Director and VP/GM.
- Prepare, maintain, and communicate program rosters; ensure accuracy and timely updates.
- Attend orchestra services as needed to ensure smooth operations, including schedule adherence and compliance with break requirements, delegate coverage as appropriate.
- Maintain and engage a roster of qualified substitute and extra musicians to meet artistic and operational needs.
- Provide onboarding and orientation for new musicians to support integration and clarity of expectations.

Auditions, Contracts & Workforce Administration

- Oversee and administer auditions for full-time positions, ensuring compliance with the CBA and effective coordination of all stakeholders.
- Manage tenure review processes in partnership with the VP/GM.
- Negotiate and issue contracts for regular, acting, substitute, and extra musicians.
- Administer musician leave processes; track usage and ensure compliance with contractual provisions.
- Anticipate and communicate staffing gaps, coverage needs, and associated cost implications.

Employee Relations, CBA Administration & Leadership

- Serve as a primary liaison among musicians, Union representatives, and management, fostering clear communication and strong working relationships.
- Interpret and administer the CBA consistently, ensuring compliance across all musician-related activities.

- Address concerns, resolve conflicts, and manage disciplinary processes in coordination with HR and the VP/GM.
- Participate in CBA negotiations, including preparation, research, and strategy support.
- Supervise and develop the Assistant Orchestra Personnel Manager.
- Contribute to Operations team initiatives and partner with leadership on personnel policies and practices.

Financial, Logistical & Administrative Oversight

- Develop and manage budgets related to extra and substitute musicians; monitor expenses and implement cost controls.
- Coordinate musician attendance and payroll processes with Finance/HR, ensuring accuracy and confidentiality.
- Prepare required reports for payroll, media services, and Union reporting.
- Oversee logistics for runouts and tours, including travel and lodging coordination.
- Maintain musician communication systems and ensure timely dissemination of information.
- Provide on-call support to address urgent personnel or operational issues impacting orchestra services.

QUALIFICATIONS:

- At least three years of experience as an Orchestra Personnel Manager or equivalent role. Experience as a performing musician preferred.
- Strong knowledge of CBAs and professional musician needs.
- Proficiency in Microsoft Office (Outlook, Word, Excel) and working knowledge of OPAS.
- Strong interpersonal skills, diplomacy, and an ability to manage complex situations calmly and professionally.
- Familiarity with budgeting and forecasting processes preferred.
- Exceptional attention to detail and ability to manage multiple priorities under tight deadlines.
- Ability to troubleshoot logistical and physical safety hazards effectively, including recognizing and proactively addressing excessive decibel levels.

OREGON SYMPHONY CORE COMPETENCIES:

These values reflect how we expect all employees to show up in their work, collaborate with others, and contribute to the Oregon Symphony's mission and culture.

Uncommonly Collaborative - Demonstrates openness, respect, and accountability in working with others. Seeks input, communicates clearly, brings the right people into conversations, and contributes to solutions that support collective success.

Universally Welcoming - Engages with curiosity and empathy, values diverse perspectives, adapts communication and approach as needed, and contributes to a workplace and audience experience that is accessible, inclusive, and welcoming.

Uncompromising Quality - Takes pride in craftsmanship, prepares thoroughly, follows through on commitments, and maintains high standards while exercising sound judgment and learning from feedback.

Courageously Innovative - Challenges the status quo constructively, experiments thoughtfully, learns from experience, and seeks better ways to serve the organization, its artists, and its audiences.

Cultural Accountability - Models the symphony's values through daily actions, treats others with professionalism and kindness, communicates thoughtfully, and takes ownership for personal impact on the organization and its culture.

WORK ENVIRONMENT

This role requires physical ability to navigate tight quarters around delicate instruments and stage equipment and respond quickly to unexpected artist needs. The Director of Orchestra Personnel works across multiple locations, including the Arlene Schnitzer Concert Hall and other venues, and may be exposed to moderate to loud noise levels typical of stage environments.

While there are opportunities to work from home on occasion, this position frequently requires an onsite presence at performance venues and office-based days to ensure seamless coordination and execution of position responsibilities.

This job description outlines the primary responsibilities of the position but is not an exhaustive list. The employee may be asked to perform additional duties as necessary to support organizational goals.