

Orchestra Personnel Manager

The Calgary Philharmonic has been a pillar of Calgary's vibrant arts scene since 1955 and in that time has grown to be one of Canada's most celebrated live music ensembles. Led by Music Director Rune Bergmann, the Orchestra presents a wide range of concerts, inspiring education programs, and reaches audiences worldwide through free and accessible digital programming. In addition to 66 full-time orchestra musicians, the Calgary Phil is one of two major symphony orchestras in Canada that has its own chorus of over 120 volunteer singers. In a typical season, the Calgary Phil welcomes over 100,000 visitors, connecting audiences to live music experiences, and serves the city of Calgary by fostering creativity and belonging. Your Phil. Your Music.

The Role

We are looking for an experienced Orchestra Personnel Manager to join the Calgary Philharmonic's Orchestra Operations team. This position oversees the planning and administration of all orchestra personnel for the Calgary Philharmonic Orchestra. You will report to the Director, Orchestra Operations, and work closely with all members of the Calgary Philharmonic's administrative team and Orchestra musicians.

Responsibilities

- Oversee and manage all aspects of orchestra personnel, ensuring compliance with applicable employment laws, the Collective Bargaining Agreement ("CBA"), and organizational policies.
- Hire extra musicians for all required services in a timely manner.
- Create and distribute orchestra rosters for all Calgary Phil projects ensuring string rotation is compliant with the CBA.
- Coordinate all aspects of the Orchestra audition process.
- Coordinate all aspects of the tenure review process.
- Develop and manage the annual budget for personnel costs, including extra musicians' costs, workload mitigation, step ups & doubling and overtime.
- Maintain all player personnel files and records.
- Process and submit player payroll to Finance and act as the liaison between musicians and the Finance department.
- Communicate rehearsal orders in accordance with the CBA
- Attend all meetings between the Orchestra Committee and the administration team.
- Human Resources Management – Serve as a primary contact for musicians (with assistance from HR contractor), handling daily HR functions such as employee relations, policy enforcement, and workplace concerns to foster a supportive and respectful organizational culture.
- Communicate with Music Director and guest conductors regarding all personnel and contractual issues.
- Communicate and advise on personnel and contractual issues with administrative team.
- Liaise with the musicians' union to resolve contractual issues.
- Attend all Orchestra services.

Desired Qualifications

- 5+ years' experience working in an Orchestra Personnel Manager role for a performing arts organization

- A sincere interest in arts and culture
- Strong organizational and problem-solving skills with high attention to detail.
- Proactive, industrious, and capable of managing multiple projects within necessary timelines
- Demonstrated leadership abilities, strong communication skills, and capable of working collaboratively within a team
- Collaborative mindset and desire to contribute to culture change aligned with Calgary Phil's strategic plan.

Additional Details

- **Employment Type:** Full-time
- **Salary Range:** \$75,000 to \$85,000 annually depending on experience.
- **Schedule:** This position will require evening and weekend work.
- **Hybrid Work Policy:** The Calgary Phil offers a hybrid remote work program. Employees who are eligible for this program can work up to three days/week from an appropriate remote location. This role is required to be on site for all Orchestra services, but other times are more flexible.
- **Benefits:** As part of our total compensation package, Calgary Phil offers 3 weeks' paid vacation, a comprehensive benefits package that includes RRSP contributions, health coverage, an employee assistance program, bonus days off, and other non-cash benefits.
- **Office Location:** Arts Commons, Floor 2, 205 8 Avenue SE Calgary AB T2G 0K9

Application Process Deadline: 24 February 2025

This posting will remain open until the position is filled.

Please send cover letter, resume, portfolio, and salary expectations to:

Michael Thomson
Director, Orchestra Operations
HR@calgaryphil.com

Equity, Diversity, and Inclusion: The Calgary Phil is committed to fostering an anti-racist, equitable, diverse, and inclusive environment. We encourage qualified candidates from diverse backgrounds to apply. If you require accommodations during the recruitment or interview process, please let us know so we can meet your needs.

We thank all applicants for their interest in the Calgary Philharmonic Orchestra. Only those selected for an interview will be contacted.

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