



Position: **Assistant Personnel Manager**
Reports to: Vice President of Orchestra Personnel

JOB SUMMARY

The Baltimore Symphony Orchestra seeks a qualified and experienced professional to assist with the management of its orchestra personnel. Assistant Personnel Manager supports Associate Director of Orchestra Personnel and the Vice President of Orchestra Personnel as the primary liaison between the Orchestra, Music Director (and other conductors) and the organization.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Hire substitute and extra musicians as directed by Director of Orchestra Personnel. Maintain substitute musician lists. Distribute and collect completed tax forms.
- Work concert duty as assigned on a weekly basis, including nights and weekends.
- Assist in maintaining personnel files.
- Manage weekly concert ticket requests from Musicians.
- Assist in the coordination of national auditions for orchestral positions, as well as local auditions for subs and extras. Coordinate candidate check-in and backstage warm-up rooms.
- Manage BSO provided instrument insurance, including processing claims and maintaining records.
- Ensure standardization of all operating procedures.
- Be available by cell phone at all times.
- Other duties as assigned.

QUALIFICATIONS AND CAPABILITIES

- Strong interpersonal and communication skills. Ability to communicate effectively with individuals and to handle calmly and efficiently situations ranging from routine to emergency.
- Ability to handle multiple interruptions and adjustments to priorities throughout the day.
- Personal integrity and strict code of confidentiality and professionalism.
- Detail oriented and exceptional organizational skills. Ability to work under stress and handle numerous projects simultaneously.
- Ability to implement projects from conception to completion with minimal supervision.
- Proficient in Microsoft Teams programs, including word processing and spreadsheet applications and ability to learn other software programs as ArtsVision.
- Formal music training or equivalent experience; experience in orchestra management and/or playing in a professional orchestra, preferably under a collective bargaining agreement.
- Basic knowledge of the symphonic repertoire.
- Ability to work nights and weekends, as required.



- Must be accessible by cell phone at all times and be willing to publish cell phone number to musicians and staff.
- An appreciation for symphonic music and the arts.
- Bachelor's degree or related work experience.

HOW TO APPLY:

Please submit a cover letter and resume to jkim@bsomusic.org

The Baltimore Symphony Orchestra is an Equal Opportunity Employer.

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences of relief, to equalize peak work periods or otherwise to balance the workload.