

Orchestra Manager

Job Description

TITLE:	Orchestra Manager
DEPARTMENT:	Operations
IMMEDIATE SUPERVISOR:	Director of Operations
DATE	January 2025

PURPOSE OF ROLE

- To ensure that Auckland Philharmonia has the required complement of musicians on stage for every call, who can perform their parts at the required level for the orchestra, within budget
- To maintain and promote effective communication between musicians and admin as required
- To create an environment where the musicians as a whole can do their best, ensuring robust processes and clear communications to achieve this, providing pastoral care as appropriate, resolving any issues
- To ensure policies and procedures are created to the best advantage of the orchestra, and reflecting best practice for the Auckland Philharmonia environment, and to ensure adherence to policies and procedures
- To ensure players are paid according to their contracts and associated policies.
- To manage the non-artistic aspects of Auckland Philharmonia musicians’ work in a way that achieves optimal artistic and HR outcomes

ROLE DIMENSIONS

Salary band **\$80,000-90,000 per annum**

Full-time **37.5 hours per week**

This is a salaried position with a minimum 37.5 hours per week. A flexible schedule and the ability to provide weekend and evening concert coverage outside of Monday to Friday is required.

Auckland Philharmonia offices are located in the Auckland Town Hall, Level 1 303 Queen Street.

Number of direct reports (admin) 1

Personnel responsibility (non-artistic) 70-100

Budget accountability Work within Auckland Philharmonia delegated financial authority

TECHNICAL SPECIFICATIONS

Location: Auckland and other areas as identified

Internal Working relationships: Director of Operations
Production Supervisor
Deputy Orchestra Manager
Auckland Philharmonia leadership team
Auckland Philharmonia Music Director
Artistic Department team members
Auckland Philharmonia Staff
Auckland Philharmonia Musicians
Auckland Philharmonia Players Committee
Auckland Philharmonia Section Leaders Committee

Terms and conditions of employment: Refer to individual employment agreement

KEY RESPONSIBILITIES

Policy and Contracts

- Ensure that the daily working conditions of musicians is in accordance with relevant Agreements, OSH standards and Company policies and procedures.
- Take responsibility for curation of Auckland Philharmonia Musicians Policies and Procedures handbook including identifying points which need to be addressed and formalizing new versions of documents once agreed by Management and Committees, seeking legal advice as necessary.

Auditions and Recruitment

- On the advice of MD/CM/SL/CEO/Committees plan and oversee all details of Auckland Philharmonia audition processes in accordance with Auckland Philharmonia Policy and

Procedures, including setting of audition panels and arrangements for suitable venues and staffing for the audition process.

- Ensure suitable appointment processes for new players, providing start dates, negotiating contracts and relocation details. Arrange immigration processes, including visa and residency applications as required
- Arrange and minute follow up meetings for ends of trials, mid and end probations, ensuring feedback is created and passed on.

Musician Development and Performance and Development Review process

- Take a leadership role in design and implementation of Professional Development for Orchestral players, including the management of annual Performance and Development Review process for Auckland Philharmonia musicians. Initiate further developments to processes as required.
- Manage sectionals and other development opportunities within allocated budget.
- At the direction of the CEO, manage discipline, dispute and grievance issues in accordance with Auckland Philharmonia Musician Policies and Procedures, keep clear and accurate records of all correspondence and decisions, and ensure all parties are informed accordingly.
- Seek legal advice as required to ensure fair and legitimate processes.

Player work assignments

- Oversee setup of seating lists for each event, provision of player rostering and respite and ensuring all players have timely advance advice of their work schedules.
- Track and provide analysis as required on musician call counts.
- Ensure suitable engagement processes are carried out for associate players, including provision of applicable work schedules and contracts and any transport and accommodation required, while working within budgeted allocations.
- Manage player leave/absence applications, recording details and making recommendations/ ensuring appropriate approvals are obtained and that appropriate cover players are available.
- Ensure maintenance of player personnel files and databases.
- Ensure that finance is provided with fortnightly payment details for musicians by project, including details for guest musicians, casuals and fellows and details of any adjustments.

Maintain and promote effective communication between players and administration as required

- Take responsibility for distribution of general information to players.
- Be the principal point of contact for all other player requests, enquiries and concerns. Respond to all player requests and refer to applicable staff/HODs as applicable.
- Be the principal point of contact for other departments regarding musician work allocations outside of orchestral work.

- Ensure smooth and timely communication with other departments regarding rehearsal orders, instrument requirements, string numbers, library issues, orchestrations, database, policies, contracts, inclusion of Fellows and Interns in the orchestra and other details as required.

Managing orchestral rehearsals and performances.

- Take responsibility for monitoring of orchestral personnel at rehearsals and performances, including tracking player attendance and liaising with stage management and other relevant parties on any last-minute changes of personnel. Problem-solve as required.
- Make any necessary announcements to players and be available to respond to player queries.

Budgeting

- Develop, manage, monitor and report on budgets for all player cost elements of Auckland Philharmonia events and hires as requested by the DO and/or DAP, these costs including but not limited to Musician Salaries, Player Replacement, Player Recruitment, Player Development, Fellowships, Player Augmentation and Audition costs.
- Provide Trusts and Foundations Manager with cost analysis of orchestra costs for grant applications as requested.

Committees

- Ensure suitable scheduling of regular Player's Committee and Section Leaders' Committee meetings.
- Attend meetings of Section Leaders' Committee, Players' Committee and other sub committees as required. Act as secretary for Section Leaders' committee on behalf of Director of Artistic Planning. Report to committees on auditions and contracts, act on any requests from the committee, pass on any information/action points to other admin staff as required.

Orchestra Management Staff

- Oversee the work of the Deputy Orchestra Manager.
- Be responsible for use of any casual staff from time to time as required for specific projects, auditions and managing workload.

General

- Provide further assistance to Director of Operations as requested.
- Work on special projects for CEO as requested.
- Promotion and support of the Auckland Philharmonia in all its activities, acting as a responsible and committed employee who is an ambassador for the Orchestra at all times.
- Be flexible with working times as fitting the nature of the organisation.

SELECTION CRITERIA

Essential

- Tertiary music qualification
- 3 years previous experience in Orchestral Personal Management with a professional symphony orchestra
- Demonstratable knowledge of orchestral working conditions and staging and concert presentation.
- Experience with engaging and contracting orchestral personal
- Sound knowledge of orchestral music, including the ability to read orchestral scores, and a thorough knowledge of orchestral instruments.
- Highly developed communication (both written and verbal), able to exercise tact and discretion and maintain confidentiality.
- Excellent interpersonal skills, including ability to manage sensitive personalities and manage conflict.
- Excellent administrative skills; demonstrated level ability in planning, attention to detail and accuracy. Ability to meet deadlines essential.
- High level of computer literacy, good knowledge of orchestral scheduling software, Microsoft Word and Excel.
- Ability to work independently and as part of a team.
- Good understanding of budgeting, financial, personnel and music library procedures.
- Proactive problem solver

Desirable

- Experience in working with Artistic personnel
- Clean drivers' license