



CHAMPAIGN-URBANA SYMPHONY ORCHESTRA

Stephen Alltop, Music Director & Conductor

Champaign-Urbana Symphony Orchestra Operations Manager

JOB TITLE: Operations Manager
REPORTS TO: Executive Director
SUPERVISES: N/A
JOB CLASSIFICATION: Part Time Exempt

JOB SUMMARY: The Operations Manager is responsible for directly administering the personnel of the orchestra, the orchestra library, and managing CUSO concert production. This includes scheduling and contracting of musicians, hiring of substitute and extra musicians, application of CUSO's Policies and Procedures, preparation and maintenance of orchestra personnel, payroll and other records, and management of all aspects of concert production. The Operations Manager serves as a liaison between the Music Director and musicians; and the administrative staff and musicians.

JOB DUTIES AND RESPONSIBILITIES:

Orchestra Personnel

- Work with Music Director, Orchestra Principals, and other colleagues to maintain a list of players suitable for hire as extras or substitutes.
- Issue season contracts to CUSO members each summer.
- Hire extra and substitute musicians, consistent with orchestra's artistic standards and Executive Director's guidelines, as necessitated by repertoire and player absence.
- Maintain all orchestra personnel records, including contracts, availabilities, attendance, mileage reimbursement forms, and W-9 tax forms.
- Work with Music Director to develop and maintain rehearsal schedules.
- Provide all relevant and required information to musicians in advance of and during each concert cycle.
- Work with Music Director in applying the above objectives.

Rehearsals

- Reserve rehearsal space and order required equipment.
- Set up and strike rehearsal equipment.
- Provide five-minute call for rehearsals and notify conductor of the start and close of rehearsals.
- Log significant events in connection with rehearsals or concerts such as complaints, tardiness, failure to wear appropriate dress, and general deportment.
- Respond to conductor and musician requests, problems, and issues arising out of or in connection with an imminent service in a manner consistent with past practice and CUSO Policies and Procedures; communicate such events to the Executive Director as soon as possible for collaboration and final approval of action to be taken.
- Coordinate changes in seating, on-call musicians, and engagement of last-minute substitutes due to unscheduled absence or tardiness.
- Make personnel announcements at rehearsals as required.

Scheduling

- Assist Executive Director and work with Music Director and Krannert Center staff in development of season schedule of concerts and rehearsals.

Work Climate

- Advise Executive Director and Music Director regarding schedules and conditions for home services, tours, and runouts.
- Assist in drafting orchestra work rules under the direction of the Executive Director.
- Advise the Executive Director regarding the interpretation of and adherence to all contracts consistent with general professional orchestra practice, CUSO Policies and Procedures, and individual musicians' contracts.

Payroll

- Ensure that staff, musicians, and extra and substitute players receive timely and accurate compensation; track payroll variations including doubling, extra services, overtime, extra and substitute players.

Auditions

- Coordinate the annual audition process for the replacement or addition of permanent orchestra musicians.
- Secure candidate requirements, audition schedules, and music selections from Music Director.
- Initiate appropriate recruiting strategy (such as placing ads, phoning candidates, maintaining and updating candidate lists, and providing solicitation letters).
- Distribute audition information to candidates.
- Schedule auditions, consistent with past practice, Audition Committee instructions, appropriate laws, management standards, and the CUSO Policies and Procedures.
- Coordinate candidate schedules among the Audition Committee, Music Director, and staff.
- Greet candidates and appropriately represent CUSO.
- Record and accurately communicate audition results.

Concert Management and Production

- Make all concert venue arrangements.
- Work with Music Director for stage diagrams and concert equipment needs.
- Set up and strike concert equipment.
- Procure instruments and arrange delivery as needed.
- Provide orchestra roster for concert programs.

Administration & Budgeting

- Assist with the development of orchestra personnel budget.
- Adhere to budgeted limits in all areas of responsibility.
- Provide personnel list for concert programs.
- Generate and maintain accurate orchestra payroll records and spreadsheets for each concert.
- Assist the Executive Director and CUSO Treasurer to prepare and submit federal, state, and local income tax forms, withholding forms, and other forms as required.
- Perform other duties as assigned by the Executive Director.

Music Library

- Order, distribute, and return all sheet music.
- Maintain the CUSO Music Library.
- Supervise the string bowing process.

Hours and Tools Provided

- This is a 1/2 time position.
- The position is expected to require scheduled workdays in the CUSO office each week in addition to preparation, strike, and attendance at all CUSO rehearsals, concerts, and fundraising events.
- Computer, scanner, printer, general operations supplies, and copier are provided.
- Building and office keys and email provided.

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