

**Illinois Symphony Orchestra
Orchestra Manager
(11-25-2024)**

Status: Full-time (40+hours); Exempt

Supervised By: Executive Director and Music Director

Oversees: Stage Manager and Orchestra Librarian; Responsive to Orchestra Musicians

Organization Description:

The Illinois Symphony Orchestra is central Illinois' largest professional orchestra serving over 35,000 patrons in the communities of Bloomington-Normal, Springfield and the surrounding region with symphony orchestra, chamber orchestra, and Concerts for Kids series in each community. In addition to concert performances, the Orchestra's music education and outreach programs serve pre-K and elementary schools through the *Itsy Arts* and *Music Matters* education programs and reach middle schools, high schools, universities, community organizations and senior centers through guest artist residencies and musician and ensemble performances. The ISO also has an active *Around the Town* and *Sips & Sounds* Chamber Music Series. The Illinois Symphony Orchestra has a budget of approximately \$1.5 million.

In July 2020, the ISO acquired the Sangamon Valley Youth Symphony (SVYS) organization that was started in the early 1970s by parents, music teachers and musicians to keep string programs and youth orchestra in Springfield and surrounding communities following the elimination of all school orchestra programs. Now, the Illinois Symphony Youth Orchestras (ISYO) programs consist of Starter and Junior Strings, Preparatory Orchestra, Concert Orchestra and Symphony Orchestra serving over 250 students. The ISO also has partnerships in education and civic engagement (PEACE) with the UIS-School of Music and Illinois State University.

Overall Function:

The Illinois Symphony Orchestra's Orchestra Manager (OM) is responsible for ensuring that the scheduling and production of all orchestra activities (concerts, rehearsals, education and outreach programs, tours, special events, and ensemble performances) run smoothly, effectively, and in a financially responsible manner. The OM is responsible for coordinating auditions, contracting musicians, arranging musician housing, and preparing musician payroll for all orchestra activities. The OM serves as the primary contact with musicians and provides direct communication with management regarding musician issues and needs. The OM works with the Stage Manager and performance venue staff to ensure proper stage setup, facility suitability, and special needs for individual concerts. The OM maintains meticulous and accurate personnel files for each musician, and records notes from all meetings between musicians and Music Director and/or Executive Director. The OM also functions as a liaison between the musicians and the rest of the Illinois Symphony Orchestra.

Personnel Functions

Administration

- Maintain accurate personnel files, including contracts, federal and state tax forms, biographies/resumes, pictures, correspondence, etc.

- Ensure that all employer responsibilities are met, and that the ISO complies with all applicable local, state, and federal laws.
- Ensure that management and musicians meet the terms of the CBA.
- Arrange musician housing with host families and/or hotels within budgetary guidelines.
- Arrange for transportation of all artistic personnel, if necessary.
- Prepare and submit musician payroll to the Accounting Firm and Executive Director for each pay period and ensure all musicians have the necessary paperwork on file before payroll processing.
- Other duties as assigned by the Executive Director and/or Music Director.

Musician Hiring and Relations

- Distribute contracts according to the Collective Bargaining Agreement (CBA); track return and note openings for the coming season.
- Track attendance for ISO members to ensure all members meet the minimum attendance requirement set by the CBA; provide reminders and timely notification of any member who is in danger of failing to meet his/her minimum attendance requirement.
- Hire the correct number of musicians for each performance according to the CBA.
- Recruit and hire substitute and extra players as necessary according to the CBA.
- Provide timely written and verbal communication to musicians regarding schedule, program, dress code, transportation, etc.
- Meet with the Orchestra Committee to share information and discuss issues of concern; respond to orchestra member requests for information on scheduling and working conditions.
- Follow up on all requests in a timely manner; help promote positive relations between the orchestra musicians and the ISO staff and the Board.
- Ensure the best possible physical working conditions for the orchestra in all situations.

Rehearsal/Concert Management

- Keep an accurate clock at all rehearsals and performances and inform the conductor when it is time for breaks, end of rehearsal, and overtime, if necessary.
- Keep accurate record of musician attendance, tardiness, and absences.
- Distribute official rehearsal order for each concert cycle.
- Make announcements to musicians at rehearsals and performances, if necessary.
- Communicate with collaborating performance groups, guest artists, and artist managers regarding rehearsal order and stage setup.

Auditions

- Schedule and run all ISO auditions.
- Determine audition committee members according to CBA; coordinate and communicate audition schedules to Music Director, audition committees, and staff.
- Schedule audition dates and reserve venues.
- Advertise vacancies and audition dates as widely as possible, including in the International Musician.
- Screen applications with Section Principals according to the CBA.
- Notify candidates of audition requirements, schedule, repertoire, and any other pertinent information.
- Secure volunteers and provide for security, anonymity, breaks, and snacks/beverages as appropriate.
- Communicate results of auditions to candidates in a timely manner according to CBA.

General Conduct

- Exercise integrity and fairness in fulfilling all job responsibilities and in communication and relations with musicians and management.
- Exercise diplomacy and fair-mindedness in dealing with day-to-day and extraordinary situations or musician concerns.
- Be available to musicians for questions before and following services and at breaks, as needed.
- Maintain a positive attitude and even temperament with musicians, staff, and venues.
- Maintain confidentiality of all ISO business, musician files, and privileged conversations.

Operations Functions

Administration

- Work with the Music Director and Executive Director to set season schedule.
- Manage booking of all venues for all ISO activities and all communication regarding the scheduling of ISO events.
- Manage scheduling and hiring for all ISO chamber ensemble performances.
- Ensure timely distribution of season planner/schedule to all staff, board, venues, and musicians.
- Assist the Executive Director in the preparation of the annual budget and monitor the expenditures for orchestra personnel, transportation, cartage, equipment, music, and auditions. Communicate any discrepancies to the Executive Director in a timely manner.
- Manage inventories and procurement of supplies, licenses, equipment, and services for orchestra operations.
- Research special projects as requested by the Executive Director and/or Music Director.
- Other duties as assigned by the Executive Director and/or Music Director.

Concert Production

- Plan and administer all aspects of concert production, including facility and equipment rental, staging, and other logistical arrangements.
- Coordinate music distribution with Orchestra Librarian
- Coordinate concert activities with administrative and artistic staff and venues.
- Supervise orchestra setup and coordinate with Music Director regarding special setup requirements.
- Work with the Stage Manager(s) to ensure that stage setup, lighting, sound, decorations, and any other stage requirements are provided for in advance of services.
- Communicate any special equipment or instrument needs to Stage Manager(s) well in advance of programs.
- Work with Stage Manager(s) to ensure accurate signage on dressing room doors for conductor, concertmaster, guest artists, and orchestra musicians.
- Arrive at least one hour prior to all services to check preparations and inform orchestra personnel or stage technicians of any last-minute changes.
- Confirm arrangements with the recording engineer for any necessary recordings.
- Ensure that all licenses, permits, and insurance coverage are secured.
- Coordinate guest artist arrangements including housing/lodging, transportation, and itineraries.

Contracts

- Serve as a support member of the management's negotiating team for Collective Bargaining Agreement negotiations.
- Research specific issues as requested; determine budgetary impact of proposed changes.
- Propose changes to agreements and strategies for achieving and implementing those changes.
- Interpret, implement, and uphold terms of the Collective Bargaining Agreement; research background and precedent when discrepancies in interpretation occur.
- Incorporate updated terms of agreements in all scheduling and logistical planning.
- Write guest artist contracts, venue contracts, guest conductor contracts, performance engagement contracts, commissioning agreements, and other contracts in consultation with the Executive Director.

Requirements:

Bachelor's degree preferably in arts management/administration, music performance, or music education or an equivalent combination of training and experience is required. Experience in orchestra personnel management and operations and knowledge of classical music is highly desirable. Highly motivated, initiative-taking, and positive individual who can work in a team environment, with excellent written and oral communication skills and meticulous attention to detail is required. **The successful candidate is required to attend all rehearsals, performances, and auditions with many evening and weekend hours being mandatory.**

Compensation:

Commensurate with experience.

Benefits Offered:

Health, dental and vision insurance, paid vacation, and holidays.

Application Deadline: December 20, 2024

Contact Name: Trevor Orthmann, Executive Director

Contact email: torthmann@ilsymphony.org

Orchestra website: www.ilsymphony.org

Application Procedure:

E-mail cover letter with salary requirements, writing sample, and resume to Trevor Orthmann, Executive Director, Illinois Symphony Orchestra, torthmann@ilsymphony.org.