

DETROIT SYMPHONY ORCHESTRA

JOB DESCRIPTION

Classification: Audition and Operations Coordinator
Department: Artistic Operations
Last Revision Date: February 7, 2022
FLSA Status: Exempt

Position Summary:

The Audition and Operations Coordinator is the primary administrator for the Personnel Office and oversees the planning of all auditions. Along with the Director of Personnel and Operations and the Manager of Orchestra Personnel, this position will act as a liaison between musicians, audition candidates, the music director, and management. The Orchestra Personnel Office maintains all records, databases, correspondence, and mailings related to the Orchestra's personnel. The Personnel Office also monitors schedules, maintains attendance and payroll records, coordinates all auditions for the Orchestra, and hires musicians as needed. In addition, the Audition and Operations Coordinator will assist in maintaining compliance of Collective Bargaining Agreement (CBA) and should have knowledge of orchestra policies and procedures, finely tuned communication skills, and discretion in handling confidential personnel matters.

Specific Responsibilities:

- Coordinate auditions. Organize and maintain all audition materials, repertoire, and information. Oversee union approval of materials and advertisement and notices. Collect applications and resumes and clearly communicate information to the candidates from start to finish.
- Ensure that auditions run smoothly by overseeing all audition logistics. Must be physically available to assist audition candidates throughout the process.
- Provide the Director of Personnel and Operations/Manager of Orchestra Personnel detailed information for audition proctoring.
- Coordinate auditions for the Fellowship program and track Fellowship activities for current Fellows.
- Manage technological processes of auditions such as DSO website, online application forms, and audition email account.
- Manage electronic communications and orchestra surveys.
- Work with the Manager of Orchestra Personal in monitoring various policies such as length and intermissions of services, stage conditions, attendance, seating. Post schedules and official communications for the orchestra.
- Assist the Manager of Orchestra Personnel in maintaining proper instrumentation on stage and recording attendance records of all events.
- Prepare seating charts and rosters required for Orchestra services, including records of seating assignments, split orchestras, string reductions, rehearsal schedules and requests for time off.
- Assist in the preparation of payroll information related to the Orchestra and extra musicians involving webcasts and recording sessions, including dues, penalties, pension, and other information necessary for payroll processing.
- Assist in the recording of various contractual benefits, including overtime, move-up, doubling, sick leave, time off, travel time, rotation and seating assignments.
- Liaise substitute and extra musicians as needed, and notify subs of all details of schedule, dress, parking, employee paperwork, etc.
- Monitor mail for the musicians and Operations Department.
- Manage personnel files and databases including personal data, contracts, and payroll/union reports and payments.
- Schedule appointments and coordinate arrangements for meetings and conferences as directed. Prepare and provide all necessary documents/files in advance of each meeting and coordinate meeting confirmations and driving directions as needed.

- Answer routine requests for information and handle complex and sensitive inquiries or refer them to appropriate persons.
- Along with Production Manager, coordinate the details of various multi-faceted projects managed by the Operations Department.
- Organize and expedite the considerable ongoing flow of work through the Operations and Personnel Department.
- Perform other duties as assigned.

Position Qualifications:

- College or Conservatory degree (Bachelor's equivalent) in Music, Arts Administration or equivalent musical expertise required.
- Internship or other previous experience in management of musical ensembles preferred.
- Detailed knowledge of classical music and ability to read music is essential. Knowledge of symphony orchestra structure, practices, and repertoire preferred.
- Initiative, strong problem resolution and organizational skills, and ability to participate successfully in a fast-paced, constantly changing environment a must.
- Strong written and verbal communication and interpersonal skills are necessary.
- Ability to handle multiple priorities in stressful situations as well as discretion in handling confidential personnel matters is required.
- Must be able to work days, evenings, and weekends.
- Ability to operate in a PC network environment and familiarity with Microsoft Office Suite software required. Familiarity with OPAS software is preferred.
- The essential duties for this position require in-person interaction with staff, musicians and stage crew. Therefore, in alignment with the DSO's COVID-19 safety policy, full vaccination for COVID-19 is required for employees working in this position.

Primary Reporting Responsibility: Manager of Orchestra Personnel

Secondary Reporting Responsibility: Director of Personnel and Operations

Works closely with: Stage Manager, Operations and Artistic Staff, Human Resources, Payroll Accountant, Conductors/Music Director, and Librarians

Qualified candidates should submit resume and cover letter to jobs@dso.org