

Job title: Personnel Manager and Librarian

- **Orchestra name: Wisconsin Chamber Orchestra**

Area of focus: Operations

Job type(s): Full-time

Duties and responsibilities:

- The position of Librarian/Personnel Manager is salaried, full-time with weekend and evening hours as required for rehearsals, performances and other events and activities.
- Reports directly to the General Manager. Works closely with the Music Director.

Works on a peer level with the Production Manager.

Personnel Manager manages all personnel functions of the Orchestra as they pertain to musicians, including:

- Ensuring appropriate complement of musicians is contracted for rehearsals, concerts, run-outs, special events and Principal String services. This includes substitutes and extra musicians who are acceptable to the Music Director. The Personnel Manager makes section seating assignments as determined by the Music Director.
- Distributing season contracts for individual musicians in compliance with the CBA and per the direction of the Music Director. Completes necessary follow-ups to employment, and distributes, collects and updates all pertinent forms, including but not limited to contracts, W-4 and I-9 forms.
- Monitoring terms of the Collective Bargaining Agreement between Management and the American Federation of Musicians, as represented by the WCO Players Committee.

Librarian manages the Orchestra's library and coordinates all music requirements as related to musical scores and sheet music. Researches repertoire, instrumentation, costs. Distributes all music in a timely fashion. Communicates with Music Director, Musicians, staff and constituents about all music library related questions and concerns. Maintains records relating to Library.

Administrative:

Attends and contributes to Operations Staff meetings and WCO Staff meetings, and works with General Manager on guest artist contracts and contract logistics.

Compensation: Competitive

Benefits offered: Competitive

Organization/orchestra description:

Mission:

The Wisconsin Chamber Orchestra's mission is to provide programs of the highest artistic quality for its audiences. WCO performances should entertain, inform and enrich the quality of life in diverse local and regional audiences. In executing its mission, the WCO is committed to:

- ◆ Increasing the awareness of, and support for, music written for chamber orchestra
- ◆ Expanding the Masterworks series of classical performances
- ◆ Preserving and enhancing Concerts on the Square
- ◆ Developing music appreciation at an early age
- ◆ Enhancing community celebrations and holidays with orchestra performances
- ◆ Providing outreach programs to serve more constituents and communities
- ◆ Exploring opportunities to collaborate with other artists and organizations

History:

The Wisconsin Chamber Orchestra, led by Maestro Andrew Sewell, is a vibrant and thriving professional orchestra dedicated to connecting its audiences to the power of music. The WCO performs year round, including Concerts on the Square®, Masterworks, Holiday Pops, youth concerts, and other performances across the state. With a core orchestra of 34 musicians, an established \$10 million endowment, and a permanent home in Overture Center for the Arts' magnificent Capitol Theater, WCO is one of the finest chamber orchestras in the country.

Application deadline: 07/30/2010

Apply to name: Martha Scales

Apply to email: marthascales@wcoconcerts.org

Phone: 608.257.0638

Fax: 608.257.0611

web address: www.wcoconcerts.org

Prefer minimum of bachelor degree in music related field, and at least five years' experience. Candidate should possess the ability to prioritize and manage multiple tasks in a fast-paced production environment, have excellent written and oral communication skills, high attention to details, and computer proficiency with MS Office and database software. To apply, please submit a résumé, a cover letter that demonstrates experience meeting the described requirements, as well as a listing of three references to: Martha Scales, General Manager, Wisconsin Chamber Orchestra, 321 East Main Street, Madison, WI 53703; or, email materials to: marthascales@wcoconcerts.org.