

**Wisconsin Chamber Orchestra
Personnel & Operations Coordinator
Opportunity Profile**



Overview:

The Wisconsin Chamber Orchestra (WCO) seeks a full-time Personnel & Operations Coordinator to join our dynamic team to assist the orchestra in successfully executing world-class performances and managing concert performances across Wisconsin.

Reporting to the Director of Operations, the Personnel & Operations Coordinator is responsible for the human resource management of orchestra personnel, including overseeing application of the Collective Bargaining Agreement (CBA), preparing payroll, scheduling contract musicians, hiring substitute and extra musicians, coordinating auditions, addressing musician personnel issues, and serving as liaison between musicians and the Music Director, guest artists, and administrative staff. This position serves as an integral member of the Artistic Operations staff, contributing to the creation of exceptional music and patron experiences.

The Personnel & Operations Coordinator is also responsible for assisting with orchestra operations. In everything from assisting with setting up tents at Concerts on the Square, to driving a guest artist to a rehearsal, to moving musicians' chairs, the Personnel & Operations Coordinator serves as a dependable and reliable partner to the WCO's Director of Operations and Education & Community Engagement Coordinator in executing orchestra activities.

Who you are:

- 3+ years of experience in personnel management and/or in an operations role
- Passionate about the mission of the Wisconsin Chamber Orchestra
- A working knowledge of orchestral performance practices, repertoire, and ability to read music is a plus
- Ability to work collaboratively as part of a team
- Excellent organizational and time management communication skills
- Ability to work independently, take initiative, and be a part of a vibrant team
- Ability to balance multiple projects under strict deadlines and budgets
- Attention to detail and problem-solving skills
- Proficiency with Microsoft Office Suite, Adobe Acrobat, Photoshop, Sibelius/Finale/Dorico
- Must be able to bend and lift up to 50 lbs.
- Must maintain a clean driving record and a driver's license
- Able to drive rental trucks

Benefits:

- Full-time salaried exempt position
- Starting salary: \$36,000–40,000 annually
- Full health and dental benefits
- Paid holidays, vacation, sick time
- Leadership development opportunities
- Flexible working environment

Position Responsibilities:

The following are the primary/essential functions of the position, although are not all-inclusive.

- **Personnel Management**
 - Hire musicians required for each performance.
 - Process orchestral musician payroll, following CBA and IMA guidelines.

- Auditions: coordinate with the Music Director and Director of Operations to determine requirements and recruitment strategies.
- Manage all Musician requests for leaves and other requests relevant to their personal contracts.
- Administer and oversee compliance with the CBA as well as all AFM national electronic media agreements and IMA.
- Assist in managing IMA-related reporting.
- **Operations**
 - Provide program listings, instrumentation requirements, and other information to staff upon request; proofread program books.
 - Report to all appropriate licensing organizations all music performed on all concert series.
 - Communicate with Music Director and Director of Operations about specific musical requirements for each program.
 - Assist artistic staff in researching possible repertoire.
 - Catalogue and manage inventory of WCO assets.
 - Manage crew members and IATSE for events and productions.
 - Other production, operations, and/or education program support as assigned.
 - Other duties as assigned.
- **Orchestra Services**
 - Attend orchestra services and ensure that all orchestral services run smoothly and follow all aspects related to the CBA.

TO APPLY

Submit a cover letter, resume, and references to Sam Pavel, Director of Operations.

sampavel@wcoconcerts.org

For best consideration, apply by Friday, September 2, 2022. We are hiring immediately for this position and we will accept applications until this position is filled.

ABOUT THE WISCONSIN CHAMBER ORCHESTRA

No other arts organization in Wisconsin performs for more people each year. Today, Maestro Andrew Sewell and the musicians of the Wisconsin Chamber Orchestra (WCO) bring world-class music to more than 250,000 music lovers annually. Founded in 1960, the WCO is one of Madison's gems, a national caliber chamber orchestra behind the now four-decade summer tradition of Concerts on the Square.

The WCO also presents the classical Masterworks Series at the Overture Center, the annual sell-out Messiah and education concerts for families and children. In 2021, the WCO launched its first Composer in Residence program, bringing in acclaimed composer, author, musician and professor Dr. Bill Banfield to write major works while in residence. While headquartered in Madison, the orchestra plays around the state. To learn more about the Wisconsin Chamber Orchestra visit wcoconcerts.org.

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