



WACO SYMPHONY

Lawrence Loh • Music Director

Waco Symphony

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Waco Symphony Association, Inc. Personnel Manager Job Description

The Waco Symphony Orchestra, a regional professional orchestra, is looking to appoint a Personnel Manager as an independent contractor. The person in this role will set his/her own working hours necessary to meet the requirements of each concert schedule (currently 7 concerts annually). The estimated time commitment is approximately 8 hours per week throughout much of the year, sometimes more. Recognizing the critical importance of this position, the WSA has increased the pay level for the Personnel Manager to be \$700 per concert cycle as well as two auditions annually, plus \$2,000 for contracting work in the summer, for an estimated total of \$8,300.

Location and Reporting Structure:

- You will be working primarily from your own home with but with regular access to our office at 600 Austin Ave. Suite 10 in downtown Waco. Traveling to rehearsal venues and attending concerts will also form a regular part of the role.
- The Personnel Manager maintains strong communication with and is supervised by the Executive Director and collaborates closely with the Music Director/Conductor. This position works closely with the Librarian and individual musicians as necessary.

Job Responsibilities:

- The Personnel Manager is responsible for understanding the various details of the Master Agreement governing the Waco Symphony Orchestra and enforcing its policies at all rehearsals and concerts.
- The Personnel Manager is the key liaison to all WSA musicians, communicating all details related to services, rehearsal orders, contracts, payment details, tax forms, etc.
- As described in the Master Agreement, the Personnel Manager will engage the musicians according to the specific instructions of the Music Director to specifically include, without limitation, the following:
 - consult with the Music Director on any artistic decisions involving the musicians.
 - consult with appropriate principals when directed by the Music Director.
 - offer contracts in writing to all musicians (tenured, substitute, and interns), with a schedule of services enclosed.
 - fill each concert with appropriate personnel including substitute musicians and interns when appropriate (sub list to be called in the order determined by Music Director and principals).
 - accepted contracts are to be returned to the Personnel Manager who shall promptly ensure that the WSA office has access to them as needed (both electronic and physical copies).

- summary records of all musicians' contracts are to be kept by the Personnel Manager (e.g. schedule of approved absence(s) and tardiness, services contracted, etc.).
 - discern rehearsal orders in consultation with the Music Director and share a program memo / call list with musicians for each concert; ensure that appropriate musicians are present for each piece.
- To schedule and administer the operation of all auditions to specifically include, without limitation, the following:
 - consult with the Music Director and appropriate judges in selecting a date for auditions.
 - reserve a venue for auditions.
 - secure audition repertoire excerpts selected by Music Director (using online resources where possible), compiling packets and submitting to MD and Principals for approval; creating PDF documents of excerpts and making those available to candidates by email and by posting online.
 - advertise auditions – writing description for ad copy on WSA website as well as any desired publications such as *International Musician*, sending to Union representatives, emailing university music departments in Texas, answering questions from candidates, etc.
 - administer auditions – scheduling and communicating schedule to audition committees and candidates; setting up facility; providing excerpt packets to committee members on audition day; providing copies of resumes to committee; maintaining protocols for ensuring auditions are blind (unless otherwise requested by the committee); acting as key liaison to candidates.
 - notify candidates of audition results.
 - offer contracts to approved candidates, indicating which services the musician is contracted for.
- To keep the official time and thermometer at all services.
- To keep the WSA office informed of up-to-date and accurate records of the musicians' addresses, email addresses, and telephone numbers, and collect W-9 forms and direct deposit information for payments.
- To keep up-to-date and accurate records of musicians' attendance at rehearsals and concerts.
- To provide a packet on the day after each contract with all contracts (in roster order) marked with payment amounts, doubling information, attendance information, cartage information, and any revocation of union dues. This is critical information for the WSA office and the timely implementation of payroll to musicians.
- To compile rosters for all concerts using instrumentation information provided by the Music Director or *Daniels Orchestral Music*, verifying with the Music Director how many positions are open for substitute musicians for each concert.
- To maintain email lists for sending information to musicians about music and concert logistics (parking, ticketing, folder distribution, Baylor security, dress) and to WSA marketing personnel for post-concert musician surveys.
- To maintain records pertaining to musicians' tenure status and start dates.

- To inform all parties to the Master Agreement of any known or imminent violation of any provisions of the Master Agreement or of any Individual Contract; and
- All other duties as specified by the Executive Director or WSA Music Director.

Required Skills:

- Meticulous attention to detail
- Excellent organizational skills
- Excellent interpersonal skills, both written and verbal
- Excellent problem-solving skills
- Ability to prioritize and to manage your own time
- Ability to work as part of a team
- Takes direction well from the Music Director and Executive Director
- IT literacy (required to learn and use Ensemble Manager software, to be purchased in early May)
- Responsive and timely communication by email and text messages
- Willingness to work outside normal business hours and to prioritize work in concentrated time periods to correspond with concert schedules, including evenings and weekends
- Attending rehearsals and concerts according to the requirements of the Orchestra's schedule
- Self-motivated and proactive, capable of working under own initiative
- A discerning musician who understands the level of musicianship and experience required to play in a professional orchestra as well as its operational needs and seeks to implement best practices

Desirable:

- A current member of the Waco Symphony Orchestra
- Knowledgeable about and maintains many contacts with top rate freelance musicians in nearby metropolitan areas

Applications:

- **Applications should be submitted to Executive Director Carolyn Bess by email at ED@wacosymphony.com by Sunday, May 4** and include:
 - A customized cover letter addressing the candidate's skills, qualifications, and interest in the WSO Personnel Manager position
 - A current CV
 - Three references with contact information
- Interviews will be conducted in mid-May and the person will be expected to train and begin work immediately since contracts are due to musicians on June 15, 2026. Retiring Personnel Manager Mark Whitney will help ensure a smooth and successful transition.