



CAREER OPPORTUNITY

Orchestra Personnel Manager

Help create the clarity, trust, and coordination behind every successful performance.

The Great Falls Symphony Association is seeking an organized, diplomatic, and orchestra-savvy professional to serve as Orchestra Personnel Manager. This role coordinates the people and systems that keep the orchestra fully staffed, informed, documented, and paid accurately, from musician calls and contracts to auditions, payroll records, and on-site service administration.

Reporting to the Executive Director and Music Director, the Personnel Manager serves as management's primary on-site personnel representative and a trusted resource to musicians.

STATUS Part-time, non-exempt	COMPENSATION \$30.00 per hour
WORK ARRANGEMENT Hybrid; required on-site service coverage	SCHEDULE Variable; evenings and weekends required
REPORTS TO Executive Director & Music Director	LOCATION Great Falls, Montana

WHAT YOU'LL DO

- **Staff and contract musicians.** Confirm instrumentation and personnel needs; engage member, substitute, and contracted musicians; issue calls and agreements; track responses; and coordinate onboarding and approved lodging.
- **Coordinate auditions and appointments.** Manage the process from vacancy announcement through candidate communication, audition-day logistics, results, appointment, onboarding, and tenure-review tracking.
- **Support rehearsals and performances.** Attend assigned services in person; manage attendance and last-minute replacements; serve as official timekeeper; and communicate personnel changes to artistic and administrative colleagues.
- **Prepare payroll and maintain records.** Compile accurate service, overtime, doubling, travel, lodging, per diem, and related pay information; submit documentation on schedule; and maintain secure, orderly personnel files.
- **Administer agreements and support musician relations.** Apply routine provisions of the Orchestra Musician Master Agreement and organizational policies consistently, respond to personnel questions with tact and neutrality, and elevate sensitive or disputed matters promptly.
- **Keep systems and communication current.** Maintain Ensemble Manager, personnel inboxes, calendars, rosters, and musician-facing resources while contributing to season planning and process improvement.

WHO WE'RE LOOKING FOR

Required qualifications

- **Relevant experience.** Experience in professional orchestra operations, performing-arts administration, personnel coordination, and/or professional orchestral performance; equivalent combinations of education and experience will be considered.
- **Orchestral fluency.** Working knowledge of instrumentation, seating, service protocols, and audition practices.
- **Contract and detail skills.** Ability to interpret and consistently administer agreements, policies, schedules, and detailed pay provisions with exceptional accuracy and deadline management.
- **Communication and sound judgement.** Excellent written, verbal, interpersonal, and listening skills; sound judgment, neutrality, discretion, and the ability to remain calm in sensitive or high-pressure situations.
- **Technology.** Proficiency with common office and shared-file tools, ability to learn and implement personnel management systems quickly.
- **Availability.** Reliable availability for assigned evening and weekend services, auditions, and meetings in the Great Falls area.

Preferred qualifications

- **Education or equivalent experience.** A bachelor's degree in music, arts administration, business, human resources, or a related field, or comparable professional experience.
- **Orchestra and agreement experience.** Two or more years with a professional orchestra or performing-arts organization, including experience with a master agreement or other negotiated governance contract.
- **Specialized operations experience.** Familiarity with musician payroll, timekeeping, employment onboarding, audition administration, or orchestra management software.

MUSICIANS ARE WELCOME TO APPLY

The Orchestra Personnel Manager may also serve as a musician in the Great Falls Symphony Orchestra. Appointment to this administrative position does not automatically confer a musician position. Any musician engagement is governed and compensated separately under the applicable musician master agreement.

HOW TO APPLY

Submit a résumé and cover letter describing your relevant orchestral, administrative, personnel-coordination, and/or performance experience through the Administrative & Leadership Positions section to Hillary Shepherd at hillaryrose@gfsymphony.org. Applications will be reviewed as received, and the position will remain open until filled.

EQUAL EMPLOYMENT OPPORTUNITY

The Great Falls Symphony Association provides equal employment opportunity and does not discriminate on any basis protected by applicable federal, state, or local law. Reasonable accommodation is available to qualified applicants and employees with disabilities unless doing so would cause an undue hardship. Applicants who need an accommodation during the hiring process may contact the GFSO.