

Title: Personnel Manager

The Four Seasons Chamber Orchestra is looking for an enthusiastic, detailed oriented, effective communicator to manage personnel. Interested parties should send a letter of interest and a listing relevant experience to 4SCO board Chair Thea Wilson at info@4seasonsorchestra.org

Company Information:

The Four Seasons Chamber Orchestra (4SCO) is a community orchestra that grew out of the Hendersonville Community Orchestra, founded in 2009 by conductor Robert Hudson, and the Jubilee Summer Orchestra, founded by Earl Hefley in Asheville in the early 1990's. Our mission is to present inspiring music in intimate settings, and to raise funds as well as awareness at every 4SCO concert in support of causes and organizations in need in our community.

Job description:

Responsibilities

- Manage the Musician Info and Musician Availability Form
- Create and distribute volunteer and core musician availability forms
- Manage all contact and communication with orchestra members and hired musicians to ensure availability dates
- Confirm all bookings, and absences of musicians for rehearsals as well as performances
- Identified musician gaps and provide recruiting needs to the Artistic Director
- Prepare the roster portion of each concert program
- Provide a list of printed and digital part needs to the 4SCO librarian
- Use technology including emails, telecommunications to send part assignments, digital parts links and welcome to musicians at the start of each season
- Inform musicians of the schedule, rehearsal/performance locations, and updates regularly
- Communicate with the Financial Team regarding payment needs for hired musicians
- Collaborate with the 4SCO board and artistic leadership on furthering the mission of the organization through consultation on improving

Skills

- Effective interpersonal communication skills
- Attention to detail and time-sensitive issues
- Ability and interest in building caring relationships and nurturing a positive ensemble culture.
- Ability to recognize the organization's needs and communicate them effectively to the 4SCO Board and Artistic Director
- Proficiency with technology, telecommunications, email services, and Google Forms
- Knowledge of local musicians/musicians communities

Compensation: Stipend \$250 per concert cycle (4 concert cycles per year)