



Personnel Manager (Part-Time)

An integral member of the operations staff, the personnel manager is responsible for hiring and communicating information to the musicians for every service of the South Dakota Symphony Orchestra in accordance with the SDSO Master Agreement, Music Director, and SDSO administrative staff.

The position reports to the Director of Artistic Operations and works closely with the Music Director, section leaders, and SDSO operations staff.

RESPONSIBILITIES

- Serve as liaison between orchestra musicians and SDSO staff.
- Work to uphold the practices and policies of the SDSO master agreement, contribute to a positive and proactive working environment
- Hire and schedule musicians for each season concert cycle.
- Hire substitute musicians in consultation of the Music Director and section leaders.
- Track instrumentation needs and player availability, create personnel rosters for each program.
- Attend all SDSO rehearsals and concerts. Take attendance and notate tardiness, doubling, overtime, and cartage.
- With operations team, call rehearsal breaks and ensure all services end at the scheduled time.
- Communicate information from operations staff, Music Director, and section leaders to musicians as needed.
- Maintain personnel files including tenure status, contact information, and substitute lists.
- Communicate the questions and concerns of musicians appropriately.
- Create and submit payroll for each concert including per-service pay, mileage, cartage, overtime, and doubling.
- Work with Director of Operations to schedule section and substitute auditions, serve as audition proctor when needed.

QUALIFICATIONS

- Extensive experience in music and/or arts administration required, knowledge of orchestral procedures and repertoire strongly desired
- Outstanding interpersonal and communications skills
- Strong organizational skills, attention to detail
- Ability to demonstrate diplomacy, discretion, and work efficiently under pressure
- Ability to work independently
- Computer proficiency including Microsoft Word and Excel

The personnel manger position is part time and year-round. The ideal candidate is local and possesses the flexibility to attend all scheduled SDSO rehearsals and performances. Consideration will also be given to the right non-local candidate who is able to fulfill the orchestral hiring portion of the position.

APPLICATION PROCEDURE

Deadline: April 12, 2019

Please submit your resume and a cover letter that describes your specific interest and qualifications for the position and resume to:

Kyra Hansen, Director of Artistic Operations
South Dakota Symphony Orchestra
301 S. Main Avenue, Fourth Floor
Sioux Falls, SD 57104

Or e-mail to kyra.hansen@sdsymphony.org

No phone calls, please.

The South Dakota Symphony Orchestra is an Equal Opportunity Employer.

The **South Dakota Symphony Orchestra (SDSO)** is based in Sioux Falls, South Dakota, a vibrant and growing community serving a 125-mile region that touches 5 states. Known for innovative programming and state-wide outreach, the SDSO has a strong heritage upon which to build an even stronger future. SDSO was the 2016 winner of the Bush Prize for Community Innovation. The SDSO is the region's premiere performing arts organization with the Washington Pavilion as its home. Artistically, the SDSO is led by Maestro Delta David Gier who has guided the orchestra to new musical heights. The core of the SDSO is comprised of 9 full-time professional musicians that make up the Dakota String Quartet and the Dakota Wind Quintet. Musically, the SDSO performs well above its \$2.4 million budget. To learn more about the SDSO, visit sdsymphony.org.