



Youth Orchestra Personnel Manager Job Description

Job Title: Youth Orchestra Personnel Manager

Reports to: Education Director & Music Director

Job Summary: The Youth Orchestra Personnel Manager is responsible for communicating schedules and taking attendance, and coordinating musicians at rehearsals, performances, and events throughout the year. The Youth Orchestra Personnel Manager will act as a liaison between the youth orchestra staff and students.

Job Duties and Responsibilities:

Youth Orchestra Personnel

- Keep a running document of attendance for all rehearsals, events, and performances throughout the year
- Assist in the coordination of musicians for any additional events throughout the year such as arranging quartets and creating schedules

Rehearsals

- Provide a five-minute call for rehearsals and notify the conductor of the start and close of rehearsals.
- Track attendance at every rehearsal
- Log significant events such as complaints and tardiness.

Performances

- Make sure musicians are seated and ready 5 minutes before the start of the performance
- Log significant events such as complaints, tardiness, and failure to wear appropriate dress.

Auditions/Chair Placement

- Assist in coordinating the schedule and timing of any auditions or chair placement opportunities.