

The Southwest Symphony Orchestra is looking to contract a detail-oriented and organized individual to be its Orchestra Manager. The Orchestra Manager acts as liaison between the Orchestra Members, the Music Director/Guest Conductor as appropriate and the Board of Directors. The contractor will recruit qualified musicians to fill empty permanent orchestra positions and ringers for individual concerts. The contractor must work closely with our Music Director and musicians to ensure the orchestra is adequately staffed for concerts and rehearsals according to the policies established by the Board of Directors.

Responsibilities

- Act as liaison and maintain regular communications between the members of the Board, the Orchestra Members, and the Music Director.
- Maintain a current database of all Members, with contact info.
- Maintain a separate database of ringers, including instrument played, contact information, and required pay and union information including, and not limited to, their Union Member number.
- Work with the Music Director, the President, and the Treasurer to develop and maintain a pay schedule for all paid Members.
- Work with the Music Director, the President, and the Treasurer to develop a schedule of projected musicians to be paid for the following year, including all rehearsals and concerts. The schedule shall include Members as well as ringers.
- Update orchestra members and ringers regarding pertinent information via e-mail.
- Consult with the Music Director and the Treasurer, about extra players needed for individual concerts and work with the Librarian so they may send music in advance.
- Work with the Music Director, President and Treasurer in obtaining and scheduling any special equipment needs or rentals (ex. pianos).
- Work with the Music Director and the section principal to solicit musicians for Orchestra positions and ringers.
- Coordinate arrangements for auditions with the Music Director for principal positions and other positions as appropriate.
- Work with the Music Director, President, Treasurer and venue personnel to schedule and plan concert dates for the following season by December 15th of each year. This

includes: the 4 main concerts, Youth concert(s), Christmas concert(s), Youth Concerto Competition auditions/recital and any other performances or engagements as decided by the Board of Directors.

- Send via e-mail a rehearsal and concert schedule by June 15th to all orchestra members. Communicate any updates regarding rehearsals and concerts on an as needed basis during the year.
- Keep a detailed attendance record of all Members and ringers (paid and unpaid), noting not only attendance, but also timeliness. Attendance at rehearsals shall be summarized by concert by player. Communicate with the Music Director any known absences in advance of a rehearsal/concert. Obtain W-9's from all new paid musicians upon being hired to play for the Orchestra.
- Provide the Treasurer with payments required for musicians and other expenses within 1 week of each performance, sooner, if possible.
- Coordinate equipment or other needs for concerts with the Music Director, the President, the performance venue, and any other individual as appropriate.
- Work with the Board on audience development, fundraising, music selection, and other duties as agreed upon.
- Attend monthly and special Board meetings and present a verbal or written report to the Board of current matters pending or completed at each meeting. Work with the President getting any agenda items requiring Board vote to them prior to the agenda going out.

The contract pay \$300 per month with renewal on June 1, 2026. Please apply at southwestsymphony.com/helpwanted.