JOB DESCRIPTION

Title: Personnel Manager
Reports to: Executive Director
Status: Part-time (approximately 10 to 20 hours weekly)
Compensation: Commensurate with experience and qualifications

Personnel Manager Position

The Personnel Manager is responsible for administering the personnel of the orchestra. This includes scheduling of musicians, hiring of substitute musicians, coordination of auditions, and the preparation and maintenance of payroll and other records. The Personnel Manager serves as the main liaison between management and the musicians. The Personnel Manager works closely with the Artistic Director, Mercury Singers Director, and other team members on the hiring of musicians, substitute players, or changes in the roster.

Key Duties & Responsibilities

- Producing and issuing annual contracts for Mercury Chamber Orchestra and Mercury Singers in conjunction with Executive Director
- Ensuring a full complement of musicians by contracting substitute performers when needed
- Managing musician personnel at rehearsals and concerts; coordinating breaks
- Ensuring along with production team proper working conditions for musicians
- Submitting payroll information through Mercury’s financial system
- Keeping musicians informed about season schedule, rehearsal details, concert dress, etc.
- Working with Artistic Director, librarian, and production team to ensure smooth operations and the highest possible quality of performance
- Arranging and coordinating auditions as required including Juilliard Fellowship Program
- Coordinating travel and housing for out-of-town musicians
- Creating annually the season schedule which includes repertoire lists, orchestration, budget numbers, and rehearsal/concert dates and times with management team
- Maintaining all personnel records on computer and in confidential files, including all payroll and tax documents, personnel issues, and resolutions
Qualifications & Skills

- Exceptional organizational skills and acute attention to detail
- Self-starter and problem-solver
- Ability to meet deadlines, often under pressure
- Appropriate knowledge of the orchestral repertoire
- Extensive contacts with musicians in Houston, a plus
- Proficiency in Microsoft Excel, Word, and Outlook
- Excellent written and verbal communication skills and ability to work effectively and diplomatically with diverse personalities
- Strong conflict resolution skills
- Personal integrity and strict code of confidentiality

The Organization

Founded in 2000, Mercury Chamber Orchestra has achieved phenomenal growth over the last decade, presenting over 30 performances each season, reaching more than 20,000 audience members each year through our distinctive concert series, community events, school outreach and recording projects. Under the artistic leadership of Antoine Plante, Mercury serves the community by celebrating the power of music, teaching, sharing, and performing with passion, intimacy, and excellence. The organization has an administrative team of five full-time employees. Our annual operating budget is $1.5 million.

How to Apply:

Please send resume and cover letter outlining your interest to jobs@mercuryhouston.org. No calls please.

Mercury Chamber Orchestra is an equal opportunity employer. We will not discriminate against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.