



The Oak Ridge Civic Music Association (ORCMA) announces an **IMMEDIATE OPENING for Personnel Manager of the Oak Ridge Symphony Orchestra for the 2024–2025 season in progress**. Reporting directly to the Music Director, the Personnel Manager is a valued and essential member of the contracted orchestra production team that also includes the Librarian and Stage Manager.

The fully professional Oak Ridge Symphony Orchestra typically performs several subscription concerts, a Family Concert, and an occasional pop-up concert seasonally. **Each symphony concert will include rehearsals on the Monday, Thursday, Friday, and Saturday leading up to each concert.** Chorus concerts will vary by the event. **Details for all the current concerts can be found at <https://orcma.org>.**

**The Personnel Manager is an independent contractor (not an employee) \$500 is payable in two amounts, \$250 at the completion of booking the musicians and \$250 at the conclusion of the performance. Tax withholding services and other benefits are not included. Duties include, but are not strictly limited to the following:**

Reporting to the Music Director, the Personnel Manager of the Oak Ridge Symphony Orchestra shall assume duties to include, but not strictly limited to the following:

1. Hire personnel in consultation with Music Director.
2. Take attendance at all services. (or designate a proxy to take attendance)
3. Submit payroll to the ORCMA office in a timely fashion in order that performers can be issued checks at the performance.
4. Communicate with performers as needed for rehearsal and performance information.
5. Distribute paychecks to performers. (or designate a proxy)
6. Work with librarian to distribute music in a timely fashion
7. Taxes/Benefits: The Personnel Manager of the Oak Ridge Symphony Orchestra is an independent contractor and is not an employee of ORCMA; as such, no other benefits or tax withholding services are included.

**Please email a cover letter and resume or any inquiries immediately to: [joy@orcma.org](mailto:joy@orcma.org)**

Thank you for your interest in the Oak Ridge Civic Music Association!