



The Newfoundland Symphony Orchestra

Established in 1962 and incorporated in 1979, the Newfoundland Symphony Orchestra is an 81-member semi-professional orchestra comprised of a small core of contract musicians, fee-per-service players, university music students, and other community players.

The Position: Personnel and Production Manager (part-time)

The NSO is seeking a part-time Personnel and Production Manager. Equally accountable to the CEO and Music Director, the duties and responsibilities of the Personnel and Production Manager include, but are not limited to:

Personnel

- organizing the NSO audition period each fall and providing support for the Music Director, audition panel, and candidates during auditions;
- manage orchestra musicians as key liaison between administration and players
- providing the NSO office with accurate and timely attendance reports following each NSO performance or event; and
- providing awareness and enforcement of the Orchestra's dress codes, call times, and other rehearsal/performance conduct and protocols.

Production

- developing stage and seating plans, in consultation with the Music Director, for all NSO rehearsals, performances, and events and ensure venues are prepared for use by players;
- coordinating and overseeing moves of instruments and equipment required for all NSO rehearsals, performances and events (in particular those outside the Arts and Culture Centre) and assembling and overseeing a team to assist when required;
- working with the NSO office staff to facilitate the sourcing and rental of special equipment if/when required; and
- assisting with lighting/sound production elements related to NSO concerts.

This position requires a self-starter who is capable of working under tight deadlines but also an individual who can become an important part of a small hard-working team. **It is also possible that the position may be split into two parts.**

A minimum undergraduate degree is required (in music, business or a related field) and experience would be considered an asset. The Newfoundland Symphony Orchestra is an equal-opportunity employer. Please apply by emailing hd@nsomusic.ca. The deadline for applications is 4:00pm on Friday, March 2, 2018.