

**POSITION TITLE:** Director of Personnel and Artistic Operations

**DEPARTMENT:** Artistic Operations

**REPORTS TO:** Executive Director

**DIRECT REPORTS:** Part-time and seasonal Operations Personnel, Part-time Music Librarian & Community Engagement Coordinator

**CLASSIFICATION:** Full-time, Exempt

**SALARY RANGE:** \$60,000-\$70,000 plus benefits. *Negotiable for exceptional experience.*

**LOCATION:** Hybrid (*In-person at office and rehearsal/performance venues and remote*)

---

### **To Apply**

Please send a resume, cover letter, and reference list to [apply@chicagophilharmonic.org](mailto:apply@chicagophilharmonic.org). The subject line of the email should say "Director of Personnel Application: [Your Name]".

### **About the Chicago Philharmonic**

The Chicago Philharmonic is transforming the orchestra concert experience through culturally diverse, genre-bending programs breaking barriers of exclusion in orchestral music. With nearly 200 musician members, diverse and trailblazing leadership, and a deeply collaborative artistic model, we are one of the most versatile, innovative, and ambitious orchestras in the country.

### **Position summary**

The Director of Personnel and Artistic Operations leads Chicago Philharmonic's artistic operations team. They are responsible for supporting our musicians and managing artistic operations part-time and seasonal staff.

### **Duties and Responsibilities**

#### **Artistic Personnel**

- Manage and communicate with 200 Chicago Philharmonic musicians members:
  - Administer all aspects of personnel hiring system for 30 concerts annually
  - Track current members through musician database
  - Manage prospective member lists and hiring
  - Support musicians on-site at rehearsals and performances
  - Prepare pre-event communications
  - Serve as staff liaison to the Musician Personnel Committee
- Ensure compliance with CFM/AFM and IATSE union rules for all performances
- Clearly communicate hiring practices to internal and external stakeholders

#### **Financial Coordination**

- Manage concert payroll:
  - Collect and review musician payroll information
  - Provide post-event personnel reports to the Finance team for payroll processing
- Coordinate with Executive Director and Finance team to manage annual budget:
  - Monitor musician service expenses in alignment with program budgets
  - Prepare personnel cost estimates for performances and projects
- Create production-related invoicing, payment requests, and contracts in a timely manner

### **Artistic Production**

- Oversee artistic production with the support of part-time, seasonal production staff:
  - Provide stage management for all rehearsals and performances
  - Ensure timely schedules, stage plots, lighting plans, and stage inventory
  - Secure appropriate instrument and equipment rentals
  - Coordinate with partner organizations on personnel and production needs
  - Coordinate delivery of equipment for rehearsals and performances
- Support visiting artists, conductors, and auxiliary personnel

### **Organizational Role**

- Oversee music library operations (executed by Library Assistant and/or contractors)
- Oversee community engagement operations (executed by Community Engagement Coordinator)
- Collaborate with Marketing and Development teams as needed
- Support other programming functions as needed

### **Knowledge, Skills, and Abilities**

- Bachelor's degree in arts administration, music, nonprofit management, or related field preferred
- Minimum of three years' experience in personnel, production, or arts administration
- Knowledge of orchestral music; ability to read scores and familiarity with orchestral repertoire
- Experience with database management
- Strong interpersonal skills with empathy, diplomacy, discretion, and integrity
- Excellent written and verbal communication skills
- Financial literacy, including experience working with budgets and spreadsheets
- Ability to work effectively in a fast-paced, collaborative environment
- Highly organized and detail-oriented, with strong time management and decision-making skills
- Demonstrated commitment to equity, diversity, and inclusion
- Microsoft & Google Suites - particularly google sheets and excel
- Ability to lift up to 30 pounds, climb stairs, and work at heights as needed
- Valid driver's license and ability to travel as needed

### **Job Conditions**

- Regular attendance at rehearsals and performances is required
- Flexibility to work early mornings, evenings, weekends, and some holidays
- Must have reliable transportation, as work takes place across Chicagoland.
- Availability outside standard business hours during performance periods is required

### **To Apply**

Please provide the following documents: Resume, Statement of Interest, and 3-4 Professional References. Email [apply@chicagophilharmonic.org](mailto:apply@chicagophilharmonic.org) with the subject line:

*[Your Name] Director of Personnel and Artistic Operations*