Director of Operations & Orchestra Personnel

Abilene Philharmonic Association
Abilene, Texas

The Abilene Philharmonic Orchestra (APO) seeks a highly organized, detail-oriented, and musician-centered professional to serve as its Director of Operations & Orchestra Personnel. This position is responsible for orchestra personnel management, concert logistics, auditions, and payroll coordination, ensuring the smooth and professional execution of all rehearsals and performances.

This is a fully in-person position based in Abilene, Texas. Evening and weekend availability is required as dictated by concert and audition schedules.

POSITION OVERVIEW

Reporting to the Executive Director, the Director of Operations & Orchestra Personnel works closely with the Music Director, Music Librarian, Business Manager, principal musicians, accountant, and venue partners to ensure each production is executed at a high professional standard. This role is vital in supporting both artistic excellence and positive musician experiences.

The ideal candidate is poised, communicates clearly, manages multiple timelines simultaneously, and values behind-the-scenes excellence.

KEY RESPONSIBILITIES

Orchestra Personnel and Contracting

- Collaborate with the Music Librarian and Music Director to determine personnel and instrumentation needs for each concert
- Develop and manage musician rosters, ensuring all required positions are filled
- Contract musicians as needed, prioritizing contract musicians when filling roster vacancies
- Maintain contract and substitute musician list, proactively addressing roster changes
- Serve as the primary point of contact for musicians regarding schedules, logistics, and personnel matters

Concert Planning and Execution

- Coordinate logistics for rehearsals and performances, including travel, lodging, hospitality, and backstage operations
- Serve as the APO's primary backstage contact during all rehearsals and performances
- Work closely with venue staff and front-of-house leadership to ensure seamless concert execution

Auditions

- Plan and execute orchestra auditions, including scheduling, candidate communication, volunteer coordination, and day-of logistics
- Ensure all auditions are conducted fairly, professionally, and with confidentiality

Administrative & Financial Coordination

- Prepare and submit accurate musician payroll and related documentation
- Collect, verify, and securely transmit required tax documentation for all musicians to the organization's accountant
- Coordinate payments for contracted vendors and guest artists
- Maintain organized and secure records using Ensemble Manager and Google Drive
- Uphold confidentiality and professionalism in all personnel and financial matters
- Perform additional duties as required

QUALIFICATIONS

- Excellent organizational and communication skills
- Ability to manage multiple deadlines in a fast-paced environment
- Experience working with digital personnel and administrative systems, particularly Ensemble Manager (or similar arts management platforms) and Google Workspace (Drive, Docs, Sheets, Forms)
- Ability to quickly learn and adapt to new digital systems and workflows
- Ability to work evenings and weekends as required by the concert and audition schedule
- Experience in orchestra operations, arts administration, personnel management, or live event production strongly preferred
- Bachelor's degree or equivalent professional experience preferred

HOW TO APPLY

Interested individuals should send a cover letter and résumé to ed@abilenephilharmonic.org with the subject line "Operations & Personnel Director Application." Applications will be reviewed on a rolling basis; the position will remain open until filled.

The Abilene Philharmonic Association is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability, veteran status, or any other protected class.