



**TITLE:** Orchestra Personnel Manager & Librarian

**REPORTS TO:** Chief Producing Officer

**TYPE:** Seasonal, Part-time

**FLSA CLASSIFICATION:** Non-exempt

**START DATE:** October 2026

### **POSITION OVERVIEW**

The Orchestra Personnel Manager & Librarian oversees the day-to-day administration of Opera Colorado's orchestral musicians and coordinates orchestra library operations. Responsibilities include musician contracting, payroll preparation, scheduling, attendance and leave, auditions, substitute and auxiliary hiring, and the preparation, distribution, maintenance, and return of orchestra music. The position also serves as a primary administrative liaison among musicians, conductors, Artistic and Production teams, Human Resources, and organizational leadership.

Opera Colorado's Orchestra Personnel Manager & Librarian has responsibility and authority on behalf of Opera Colorado to administer Opera Colorado's Master Agreement with the Denver Musicians Association, Local 20-623 of the American Federation of Musicians (AFM), and must be a member in good standing of Local 20-623.

### **DUTIES & RESPONSIBILITIES**

#### Orchestra Personnel & CBA Administration

- Serve as Opera Colorado's designated Orchestra Personnel Manager in accordance with the Master Agreement and maintain membership in good standing with Denver Musicians Association, Local 20-623.
- Administer orchestra operations in accordance with the Master Agreement and exercise the authority necessary on behalf of Opera Colorado to support compliance with its terms and provisions.
- Attend or appoint an approved designee to be present at all orchestra services as required by the Master Agreement.
- Serve as a primary resource for questions regarding administration of the Master Agreement, consulting with Human Resources and organizational leadership as appropriate.
- Maintain accurate records related to musician contracts, attendance, leave, assignments, tenure, and other personnel matters.
- Serve as a primary point of contact for orchestra musicians regarding scheduling, contracts, working conditions, and other employment-related matters.
- Address orchestra personnel concerns professionally and consistently, coordinating with Human Resources and appropriate leadership as needed.
- Support disciplinary and performance-related matters involving orchestra musicians in accordance with the Master Agreement and Opera Colorado policies.

### Contracting, Payroll & Budgeting Administration

- Prepare orchestra personnel budgets and projections in coordination with Artistic, Production, Finance, and organizational leadership.
- Coordinate musician counts, instrumentation, and personnel requirements for each production with artistic leadership.
- Prepare and submit accurate musician payroll information, including applicable premiums, doubling, overtime, cartage, mileage, and other payments required under the Master Agreement.
- Issue individual musician contracts and track distribution, execution, deadlines, and approved special provisions.
- Coordinate the tenure review process and maintain appropriate documentation.
- Maintain accurate and confidential personnel, compensation, payroll, and contract records.

### Scheduling & Production Support

- Prepare and maintain the orchestra season calendar and communicate rehearsal, performance, service location, instrumentation, dress, and other relevant information to musicians.
- Prepare and maintain musician rosters and engage substitute and extra musicians in accordance with the Master Agreement, including consultation with the conductor and principal of the affected section as applicable.
- Administer musician leave and absence requests and maintain accurate attendance and performance assignment records in accordance with the Master Agreement.
- Monitor service times, breaks, intermissions, overtime, and other contractual requirements during rehearsals and performances.
- Communicate appropriate performance attire to substitute and extra musicians and communicate approved attire exceptions to the orchestra.
- Communicate schedule and personnel changes promptly to musicians and relevant Opera Colorado staff.
- In the event of a service cancellation, make reasonable efforts to notify affected musicians in accordance with the Master Agreement.

### Orchestra Library & Music Preparation

- Coordinate with the Chief Producing Officer and Production staff regarding the source, rental, acquisition, and return of orchestra parts for each production.
- Establish timelines with the concertmaster for first violin bowings and coordinate with the principal second violin, principal viola, principal cello, and principal bass to complete corresponding string bowings after the roster has been confirmed.
- Prepare orchestra parts as directed by the conductor, including musical markings, bowings, cuts, and removal of excess or outdated markings.
- Copy and bind practice parts and other orchestra music materials as needed.
- Develop and communicate the plan and timeline for part availability and distribution to orchestra musicians.
- Distribute orchestra parts, including mailing when appropriate, with a goal of making materials available two to three weeks before the first orchestra read, and confirm receipt as needed.
- After the final performance of each production, collect all original and practice music, clean rented parts, remove unnecessary notations, and return materials to the rental company, publisher, or Opera Colorado Production staff as appropriate.
- Maintain organized records of orchestra music, distribution, rentals, returns, and related deadlines.

### Auditions

- Coordinate auditions for open orchestra positions in accordance with the Master Agreement.
- Prepare and distribute audition notices and advertisements and coordinate audition repertoire and requirements with appropriate artistic personnel.
- Manage candidate registration and communications and oversee audition-day logistics and administration.
- Maintain accurate and confidential audition records and documentation.

### General Administration

- Develop and maintain effective administrative systems and records supporting orchestra personnel and library operations.
- Facilitate clear and timely communication among orchestra musicians, conductors, Artistic and Production staff, Human Resources, and organizational leadership.
- Maintain appropriate confidentiality regarding personnel records, audition materials, disciplinary issues, and other sensitive information.
- Participate in relevant Artistic, Production, and organizational meetings as needed.
- Perform other duties reasonably related to the position, as assigned.

## **WORK ARRANGEMENT**

This position operates in a hybrid capacity, with work performed remotely and on site according to the needs of the production schedule. The employee is expected to be available in Denver during orchestra rehearsal and residency periods for each production, unless otherwise agreed in writing in advance. On-site attendance is required for orchestra rehearsals, performances, auditions, meetings, and other activities as necessary to fulfill the responsibilities of the position. The Orchestra Personnel Manager & Librarian or an approved designee must be present at all orchestra services. The position requires flexibility to work evenings and weekends in accordance with the production and performance schedule.

## **PHYSICAL REQUIREMENTS**

This position requires the ability to remain in a stationary position for extended periods; move throughout rehearsal, performance, office, and backstage spaces; and frequently use a computer and other standard office equipment. The employee must be able to handle, organize, transport, and distribute orchestra music and related materials, including boxes, binders, and scores weighing up to approximately 25 pounds. The position also requires the ability to communicate effectively in person, by phone, and electronically, and to work in performance environments that may include stairs, narrow backstage areas, variable lighting, and moderate to high noise levels.

## **COMPENSATION**

Compensation for this position ranges from \$25.00 to \$33.00 per hour, commensurate with experience and qualifications. The position is anticipated to average approximately 10 hours per week over the course of the season, with additional hours expected during production, audition, and other peak activity periods. All hours worked must be recorded in accordance with Opera Colorado's timekeeping requirements. Compensation is subject to applicable payroll tax withholdings and deductions.

## **TO APPLY**

Please submit a resume and a short cover letter detailing your interest in the position [HERE](#).