

Position Title: Orchestra Liaison

Supervisor: Holly Roberts, Associate Director of Programming

Hours per week: Part-time hrs/week varies, May 27-July 15; 40hrs/week onsite, June 16-July 14

Compensation: \$20.37-\$22.17/hr

Position Summary: Orchestra Liaison serves as liaison between the OBF Orchestras and the administrative staff to ensure the proper activities of the Orchestras and to communicate their needs.

Job Duties:

- Attend OBF Seasonal Staff Meeting at beginning of festival.
- Attend morning production meetings during the festival, as needed.
- Check mailboxes at OBF office and venues for announcements and schedule updates.
- Update and post current rosters
- Be present 1 hour before the beginning of all orchestra service through the end of the service.
- At the beginning of the festival, and as soon as a new orchestra member arrives: update orchestra cell phone list
- For tour concerts, make a list of all orchestra members who will drive to the tour, make a tour bus attendance list, take attendance prior to each bus departure, and maintain cell phone contact with Associate Director of Programming.
- Be accessible by cell phone to staff and orchestra after hours during the festival.
- Disseminate information and handouts to orchestra.
- Track attendance at orchestra events, contact those who are missing, and provide attendance records to the Associate Director of Programming.
- Record all musician doubling and tripling on attendance sheets.
- Communicate any “no-shows” or emergency absences immediately to Associate Director of Programming. If a substitute is required, and if the Associate Director of Programming is not immediately available or able to contact a substitute, make an emergency hire from the OBF orchestra roster.
- Assist orchestra members with their various needs or emergencies as related to orchestra service.
- Advocate for the needs of orchestra members in communication with administration

Qualifications:

- A minimum of 2 years of prior orchestra personnel and production administrative experience or a combination of relevant education, training, and experience
- Strong familiarity with orchestral repertoire and instrumentation
- A commitment to a diverse and inclusive work environment
- Excellent communication skills, written and oral
- Keen attention to detail and the ability to maintain comprehensive documentation
- the ability to work well in a fast-paced environment; adapting to changing situations while remaining focused