Founded in 1842, the New York Philharmonic is the oldest symphony orchestra in the United States, and one of the oldest in the world. Each season the Philharmonic connects with up to 50 million music lovers through live concerts in New York City and on its worldwide tours and residencies. David Geffen Hall, the home of the Philharmonic, is currently under renovation and the orchestra is performing in several different venues this season. The new hall will re-open to the public in the fall of 2022 with state-of-the-art acoustics and more inviting spaces.

The New York Philharmonic seeks an **Orchestra Personnel Administrator** who will be responsible for assisting with all facets of orchestra personnel management, administration of the orchestra schedule, and coordination of auditions for the New York Philharmonic.

**Responsibilities include:**

- Set up and maintain season files for the Orchestra Personnel Department.
- Collect and maintain required paperwork for musicians and substitute players, including immigration forms.
- Contract and work with extra musicians and substitute players as assigned.
- Create and update Seating Rosters and distribute string rotation information as assigned.
- Coordinate Musician hospitality activities.
- Distribute internal and external mail, and interface with IT regarding departmental needs, as well as other office duties.
- Maintain a thorough knowledge and understanding of the Collective Bargaining Agreement.
- Serve as a resource to musicians for facilitating answers to all inquiries.

- Participate in production meetings.
- Prepare and communicate the Weekly Rehearsal and Concert schedule to the orchestra and production team.
- Communicate and track all schedule changes.
- Manage annual production of the Schedule/Date Book.
- Coordinate orchestra member teaching activities as part of the NYP Shanghai Orchestra Academy partnership.

- Coordinate audition process with support of the Orchestra Personnel Manager.
- Responsible for communicating all details of auditions: placing ads, posting repertoire list and communicating with candidates.
- Maintain audition database for each audition.
- Participate in execution of all auditions - managing backstage operations and overseeing audition volunteers/assistants.
- Communicate schedules for guest candidates during audition weeks.
- Miscellaneous duties as assigned.
Requirements:

Bachelor’s degree and a minimum of three years’ administrative/coordination experience or equivalent combination of education and/or experience. Knowledge of orchestral repertoire, instrumentation and ability to read music. Strong interpersonal and communication skills, personal integrity and strict code of confidentiality and professionalism. Detail oriented and exceptional organizational skills with excellent clerical skills including working knowledge of Microsoft Office programs. Ability to work nights and weekends. Commitment to valuing diversity and contributing to an inclusive work environment.

The New York Philharmonic offers a competitive salary and comprehensive benefits package to our fulltime employees including:

- Medical Dental and Vision coverage
- Employer contributions to the 403(b) plan after one year of employment
- Employer paid Life and Disability insurance
- 12 Holidays
- Up to 20 Vacation days in 3rd calendar year of employment

Please submit a resume and a cover letter along with your salary expectations to resumes@nyphil.org.

No phone calls, please. Although we appreciate your interest, we will only contact applicants we are considering for interview.

*The New York Philharmonic is an Equal Opportunity Employer and does not discriminate on the basis of age, immigration or citizenship status, color, disability, ethnicity, gender, gender identity, marital and partnership status, national origin, race, religion, sexual orientation, veteran or active military service member or any other characteristic protected by federal, state or local laws in its employment policies.*