

Position Announcement: Symphoria Youth Orchestra Manager (Part-Time)

Reports to: Executive Director

Status: Part-time, hourly, exempt

Wages: \$15/hour, 12-15 hours/week

Job Summary: The Symphoria Youth Orchestras (SYO) Manager is responsible for all coordination and communication associated with the Symphoria Youth Orchestras. The SYO Manager is the primary point of contact for youth orchestra families and students, as well as music educators and private instructors. The SYO is currently made up of 3 orchestras, with a total enrollment of 130 students.

The Symphoria Youth Orchestras Manager is an hourly position, typically requiring 12-15 hours per week during the SYO season, including most Sunday afternoons and evenings during the academic year and one additional day per week in the Symphoria office. Hours outside of the SYO season may be less, but will vary depending on duties (auditions, etc.). There is the possibility for growth in the SYO Manager position with successful recruitment of student musicians and overall growth of the SYO program

Job Duties and Responsibilities

- Coordinate all activities the Symphoria Youth Orchestras, including attending and supervising all SYO rehearsals and concerts
- Provide weekly updates for SYO students and families, and respond promptly and diplomatically to all inquiries
- Work with SYO conductors to develop the SYO season schedule and secure the necessary facility and equipment rentals
- Work with Symphoria personnel manager to coordinate the hiring and payroll for any coaches, stagehands, or judges and track the hours completed by work study students
- Coordinate repertoire selections with SYO conductors and the Symphoria music librarian to ensure timely distribution of music to SYO students and coaches
- Promote and manage SYO auditions, including outreach to educators, education associations, and communication with potential student participants and their families
- Work with Symphoria staff to coordinate marketing and fundraising communications to increase awareness of, and participation in, the SYO
- Work with Symphoria staff to manage and develop annual SYO budget
- Coordinate the distribution of music, including bowings and other administrative forms as required for students and parents
- Schedule and monitor student work study assistants

- Maintain positive relationships with all venues and ensure that all venue policies are followed.
- Initiate and maintain relationships with public school teachers to increase awareness of and participation in SYO's programs
- Other duties as assigned, including attendance at monthly Education & Outreach Committee meetings and weekly Symphoria staff meetings

Qualifications and skills:

- Highly organized and self-motivated
- Excellent communication and listening skills; comfort with public speaking
- Enthusiasm for working with young musicians and parents
- The ability to work as part of a team with other Symphoria staff
- The ability to prioritize tasks and utilize volunteers
- Degree from an institute of higher learning is preferred, although students nearing college graduation may be considered.
- Previous experience as a participant in a youth performing arts program is desirable but not required
- Familiarity with MailChimp and social media platforms is desirable but not required

How to Apply: Please email a cover letter, resume, and 3 professional references in one attachment with SYO Manager in the subject line to pmurchison@experiencesymphoria.org. Interviews will begin August 24 and continue until the position is filled