

## **SYMPHORIA POSITION ANNOUNCEMENT**

**JOB TITLE:** Youth Orchestra Manager & Education Liason (Part-Time)

### **JOB SUMMARY:**

The Symphoria Youth Orchestras (SYO) Manager & Education Liason is responsible for all coordination and communication associated with the Symphoria Youth Orchestras, and outreach and sales of Symphoria's education programs and services to public schools. The SYO Manager & Education Liason is the primary point of contact for youth orchestra families and students, as well as music educators. Excellent communication and organizational skills, including the capacity to manage complex issues promptly with patience, clarity, and diplomacy are required for this position.

The Symphoria Youth Orchestras Manager/Education Liason 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.).

### **JOB DUTIES AND RESPONSIBILITIES**

- Coordinate all activities of the Symphoria Youth Orchestras, including attending and supervising all SYO rehearsals and concerts.
- Communicate regularly (weekly) with SYO families, and respond promptly, and diplomatically to all inquires.
- Work with SYO conductors to develop the SYO season schedule and secure the necessary facility and equipment rentals.
- Promote and manage SYO annual auditions, including outreach to educators, education associations, and communication with potential student participants and their families.
- Maintain current and accurate records of tuition and audition fees associated with the SYO, and all associated expenses, and assist with monitoring the SYO budget with reports to staff and education committee as requested.
- Coordinate the distribution of music, including bowings and other administrative forms as required for students and parents.
- Provide data for use in developing the SYO annual budget.
- 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, and encourage participation in appropriate Symphoria educational services.
- Track and maintain all Symphoria education performances and services, and provide reports as requested.
- Other duties as assigned, including attending at Education & Outreach Committee meetings.

### **HOW TO APPLY:**

**Please submit cover letter and resume no later than Wednesday August 29, 2018 to:**

Catherine Underhill, Managing Director  
CUnderhill@ExperienceSymphoria.org  
234 Harrison Street  
Syracuse, NY 13202