



JOB TITLE: Operations Assistant/Orchestra Manager

REPORTS TO: Director of Operations

PART TIME: 26-30hrs/wk: M—2pm-9pm; T--3:30pm-10:30pm; W-F 12-4pm; some weekends

MISSION: The mission of Empire State Youth Orchestra is to challenge and inspire young people to achieve excellence through music in a rigorous learning environment leading to high-level performance opportunities.

JOB SUMMARY: The Operations Assistant is responsible for providing general administrative support to the Director of Operations and artistic staff, ensuring effective production of all ESYO performances (concerts, rehearsals, special events), including but not limited to maintaining student database, communication to students and families, music distribution, responding to membership inquiries, and assisting with recruitment. Additionally, the Operations Assistant will serve as manager of both the Symphony Orchestra and String Orchestra.

RESPONSIBILITIES

Operations Assistant

- Assist with day-to-day operations related to rehearsals, concerts, auditions, competitions, retreats, tours and festivals.
- Assist in the creation and maintenance of a master calendar and update website as needed
- Assist in appropriate and timely setup and teardown of equipment and furniture for rehearsals, concerts, tours, and other events
- Provide general administrative support to Operations Director and artistic staff.
- Assist in coordinating activities of Development, Marketing and Public Relations departments for special projects involving use of venues, stage crew, and/or orchestra musicians.
- Communicate with the conductors and Operations Director to make appropriate budgetary recommendations for the upcoming season.

Symphony & String Orchestra Manager

- Generate weekly communications to orchestra members & parents
- Provide updated rosters to Marketing & Publications Manager for program books.
- Meet regularly with Symphony and String Orchestra Conductors to coordinate repertoire, pedagogy and student requirements
- Track spending to ensure compliance with budget, and report potential issues with the conductor and Operations Director in a timely manner.
- Proactively secure instruments, equipment, ringers, and volunteers, as needed.
- Manage attendance records, and communicate issues with the conductor and families in accordance with attendance policy.
- Set expectations and manage behavior during rehearsals in accordance with the student handbook.
- Direct volunteers in setup and breakdown on a weekly basis.

REQUIRED QUALIFICATIONS:

- Bachelor's level degree in Music, Arts Administration or the Humanities required.
- Must have a general familiarity with Orchestral repertoire.
- Internship or other previous experience in management of musical ensembles preferred.
- Must have excellent communication skills, including writing skills, and excellent editing capability.
- Strong organizational skills are required.
- Must demonstrate meticulous attention to detail and flawless execution.
- Must use tact, discretion and diplomacy while maintaining confidentiality.
- Experience with problem solving as well as the ability to work well under stressful conditions is a necessity.
- Proficiency with all Microsoft Office programs and Google online app suite required
- Strong interpersonal, leadership and organizational skills are also required.
- Must possess exceptional people skills to work with a vast array of personalities, including the Music Director and staff conductors, youth musicians, librarian, vendors, members of the public and members of the administrative staff.
- Must be able to work days, evenings and weekends as required.
- Some heavy lifting required.

TO APPLY

- Please submit your cover letter and resume to Rebecca Calos at rcalos@esyo.org
- ESYO is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.
- Candidates must have the ability to complete a criminal background check.