



Artistic Operations Manager Position

Golden State Youth Orchestra (GSYO) seeks an experienced and enthusiastic **Artist Operations Manager** to oversee orchestra operations, support our students and faculty, and perform other important duties which are vital to the success of programs.

The Organization

Golden State Youth Orchestra (GSYO) is a 501(c)(3) nonprofit organization founded in 1963 by William Galbraith, a young maestro who envisioned an orchestra that would give youth musicians the opportunity to perform challenging standard professional repertoire. GSYO has 400 students who are divided into 6 orchestras. Our ensembles rehearse weekly and perform 3-5 concerts over the course of a season.

Terms:

- Employer: Golden State Youth Orchestra
- Position: Artistic Operations Manager (AOM)
- Type: Full-time, salaried, exempt
- Reports to: Executive Director
- Compensation: \$50,000-55,000 commensurate with experience
- Status: Employee, taxes withheld, W-2 issued
- Notes: Some evening/weekend work required

Duties include (but are not limited to):

- Assist Music Director, Executive Director, and faculty with season planning and execute all orchestra operations
- Develop and maintain orchestra schedule
- Manage PT Orchestra Assistant and Music Librarian); help coordinate music library work
- Responsible for weekly email communication to students/parents
- Help to coordinate and oversee spring auditions; assist with additional auditions
- Schedule coaches for sectionals and hire substitute musicians as needed
- Purchase or rent scores and parts as needed.
- Liaise with concert and rehearsal venue technical staff

- Arrange for, and drive, truck/van rental and assist Orchestra Assistant with instrument transport for dress rehearsals and performances.
- Serve as backup at orchestra events for Orchestra Assistant as needed
- Travel with Senior Symphony on a biennial international tour (June/July) and an annual 6 day Retreat (August), an annual 2 day Retreat (August), and oversee additional orchestra camps (September)

At Will Employment

As an employee of Golden State Youth Orchestra, you understand and agree that employment with this organization is at will, which means that either the employer or you may terminate your employment at any time, for any reason, with or without cause.

Desired Qualifications

- College degree preferred
- Knowledge of classical music and orchestras
- 2 years experience in music or music education preferred
- Previous experience working with youth ages 8-18
- Strong interpersonal skill and friendly manner
- Organized, detail oriented, able to multitask
- Skilled in written and verbal communication
- Ability to work with numerous constituencies: students, parents, staff, etc
- Enjoys working in a culturally rich institution
- Be able to lift objects of 25 lbs.
- Clean driving record and access to vehicle for work
- Able to work nights and weekends as needed for rehearsals, concerts and dress rehearsals, etc

Primary Employment

During your term of employment with Golden State Youth Orchestra, you shall devote your time, energy and ability primarily to the business and interests of Golden State Youth Orchestra. At no time shall other commitments, paid or volunteer, conflict or interfere with your responsibilities to Golden State Youth Orchestra.

Current school year/weekly rehearsal schedule (not including setup/breakdown):

Sundays	3:30-6:30
Mondays	4:30-8:15
Tuesdays	6:00-8:45

Weekly hours:

40 hours weekly will be expected to fulfill the position. This will be a balance of off-site rehearsal time, office hours, and telecommuting. Office hours are flexible.

Dress rehearsal and concert schedule:

Varies; selected Saturdays or Sundays (about 12 concerts per year scheduled in advance); Concert days may start as early as 8:00 am or end as late as 10:00 pm.
Progress checks: On occasion, W-Th-F 4:30-7:30.

Background Check:

Required prior to employment.

To Apply:

Send Cover Letter and Resume to sducey@gsyomusic.org. No phone calls, please. Thank you for your interest!