



GOLDEN STATE
Youth Orchestra

**ORCHESTRA ASSISTANT-MUSIC LIBRARIAN
POSITION**

Golden State Youth Orchestra seeks an enthusiastic professional to join our staff as Orchestra Assistant/Music Librarian. Working with the Artistic Operations Manager, this position is vital to the success of orchestra operations and our work with 425 talented young musicians.

Start Date: Early July, 2023
Employer: Golden State Youth Orchestra
Position: Orchestra Assistant-Music Librarian
Type: Part time, Hourly, Non Exempt
Hours: 25 per week
Reports to: Executive Director
Compensation: \$24.00 per hr
Status: Employee Taxes withheld, W-2 issued
Health Benefits: Not Included

Note: Some evening/weekend work required

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.

Responsibilities

Duties include (but are not limited to):

- Setup/breakdown for orchestras of various sizes and age groups
- Manage Music Library in consultation with Orchestra Manager
- Attend GSYO Concerts, sectionals, dress rehearsals, and progress checks and as assigned
- Support GSYO Faculty
- Maintain attendance records, track advance absence notifications
- Setup/breakdown for dress rehearsal & concert with stage crew
- Contract sectional coaches
- Coordinate percussion moves for dress rehearsals and concerts, rent vehicles as needed, and arrange volunteer assistance
- Assist AOM with music library duties

- Supervise young musicians, ensure their safety, enforce rehearsal etiquette and rules
- Perform additional tasks assigned by Orchestra Manager/Executive Director
- Drive cargo van or box truck, lift and move percussion for events

School year rehearsal schedule (not including setup/breakdown):

- Sundays 3:30-6:30pm (TBD)
- Mondays, 6:00-8:00pm
- Tuesdays 6:00-8:45pm (TBD)

Weekly hours:

25 hours weekly, at rehearsals, in the office, or remote. Flexible schedule.

Desired Qualifications

- College degree preferred
- Knowledge of classical music and orchestras preferred
- Previous experience in music or music education preferred
- Previous experience working with youth or young musicians
- Strong interpersonal skill and friendly manner
- Organized, detail oriented, able to multitask
- Able to lift objects of 25 lbs
- Access to vehicle for work
- Able to work nights and weekends as needed
- Enjoys working in a culturally rich institution

Background Check

Employment contingent on successful completion of background check

To Apply

Please send a resume and cover letter to sducey@gsyomusic.org. No phone calls, please. Thank you for your interest.