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## Artistic Operations Manager

The Golden State Youth Orchestra (GSYO) is seeking an Artistic Operations Manager to join its enriching and joyful music education program in the South Bay.

Under the direction of the Executive Director, the Artistic Operations Manager oversees preparations and execution of rehearsal and concert production for all six GSYO orchestras and ensembles. This individual works closely with the Artistic Director, Associate and Assistant Conductors, and supervises the Orchestra Assistant in planning and preparation of sheet music, and with the Executive Director for scheduling, disciplinary issues, and coordination of sectional coaches and guest musicians.

### **Responsibilities**

#### Musicians' Management

- Maintain rehearsal and performance schedules for all ensembles - update as necessary, and communicate to students and families through appropriate channels.
- Attend rehearsals and auditions on a regular basis. Monitor smoothness of operations, and performance of Orchestra Assistant. Request feedback from faculty.
- In a timely manner, meet/communicate with faculty to record seating charts and part assignments for each performance.
- Supervise and assist distribution of new sets of music at rehearsals.

#### General Artistic Support

- Assess needs of faculty and musicians at rehearsals, supervise and assist the Orchestra Assistant as necessary and provide support so that music work proceeds smoothly.
- Maintain coach and faculty schedule.
- Arrange for guest musicians for all concerts within repertoire and budget plan.
- Contribute to the organization and coordination of tours, workshops, and competitions.
- Support activities related to organizing and executing Summer camp and workshop programs.
- Attend the Annual Retreat for Symphony at UCSC.
- Accompany the Symphony on tour (currently every other year).
- Act as an ambassador for GSYO in the music community and promote membership in GSYO ensembles.

## Production

- Serve as liaison to technical staff/manager at concert facilities, and supervise GSYO Orchestra Assistant and stage volunteers. Arrange for rentals/services as necessary: van for cartage, piano, piano tuning.
- Supervise organization and execution of rehearsal and performance setup including, but not limited to, music stands and chairs, cartage of music, instruments, lights and after-concert breakdown. Assist when workload is heavy (sectional dates).
- Coordinate and Supervise volunteer Stage Crew (concerts and rehearsals).
- Prepare list of instruments to be shipped for Symphony tours, per carnet instructions.
- Work with administrative staff to provide concert program information
- Attend all performances, support faculty and supervise the Orchestra Assistant, assisting as necessary to ensure smooth operations.

## Library

- Meet with faculty as necessary to assist in library for selection of repertoire, purchase music as needed (report requests for purchase to the ED), ensure that faculty has scores, work with faculty to determine correct versions of string parts for bowing work and distribution, and then personally verify each set of masters for copying (prior to handing them to the Assistant for copying).
- Maintain spreadsheets or database for all ensembles repertoire; track progress of preparations, to include: scores (number of and distribution of), all parts, instrumentation, bowing, numberings.
- Supervise the maintenance of the GSYO music library (filing, cataloging) and preparation of music (copy parts, number measures, transposed parts, scores and parts for coaches, assemble repertoire folders) for distribution at rehearsals.

## Qualifications

The ideal candidate will truly enjoy working in a setting that values the student's and families' experience and creative personal growth. **The candidate must be available to work weekends and evenings**, and may create a flex time schedule to accommodate hours. To be successful in this position, s/he will also have:

- BA in music education/performing arts; *must be able to read music*
- Knowledge of classical repertoire
- Familiarity with the structure of instrumental ensembles
- Experience working with young people
- Excellent verbal and written communication skills, sound judgment and professional presence
- Be at ease in working within the Google suite as well as with project management tools such as Basecamp.
- Physically able to assist with performance/rehearsal cartage and set-up when necessary

**Compensation** for this exempt position is \$50-\$55k per year, with generous vacation package and health insurance benefits.

To apply, please submit a resume and cover letter describing your interest in working in music education to [jobs@gsyomusic.org](mailto:jobs@gsyomusic.org).