

SAN DIEGO YOUTH SYMPHONY AND CONSERVATORY

- JOB TITLE:** Conservatory Program Manager
- REPORTS TO:** Associate Director of Conservatory Programs
- STATUS:** Full time, Exempt
- SUPERVISES:** Conservatory Program Coordinator and music faculty (coaches, sponsored lessons teachers, chamber music faculty, Music Institute faculty, theory faculty, and independent contractors)

About this Position

The San Diego Youth Symphony and Conservatory (SDYS) is seeking a full-time Conservatory Program Manager to lead the registration and administration of all conservatory programs and to communicate with families. S/he will prioritize and balance many responsibilities in a fast-paced environment and be committed to our core values of inclusiveness, personal achievement, and community leadership.

The Conservatory Program Manager is responsible to the Associate Director of Conservatory Programs and also works closely with the artistic faculty and other administrative staff. Conservatory programs include 12 large ensembles plus supplemental programs such as chamber music, music theory classes, student mentors, sponsored lessons, Music Institute, International Youth Symphony, concerto competitions, and more. We have approximately 600 students ages 7-25 enrolled in these programs.

About the San Diego Youth Symphony

SDYS' mission is to instill excellence in the musical and personal development of students through rigorous and inspiring musical training experiences. We do this through both our traditional youth symphony programming (Conservatory Programs), our neighborhood-centered programming (Community Programs) and early childhood music education classes. We know firsthand that education, social, community, and personal transformations happen when music is taught collaboratively and with excellence. Our vision is to make music education accessible and affordable for all.

Position Responsibilities

Program Management

- Provide managerial support of all Conservatory Programs including but not limited to Conservatory ensemble rehearsals, Sponsored Lessons, Beyond the Staff, College Fair, Musical Artstops, Concerto Competitions, Theory, Chamber Music, Annual Open House, Mentor Program, and Music Institute to achieve program goals.
- Execute policies identified in the Musicians' Handbooks for all Conservatory programs. Identify new policies for improvement as needed.

- Supervise, lead, and support selected music faculty in the Conservatory Program to achieve program outcomes as a team.
- Supervise, lead, and support Conservatory Program Coordinator and Program Assistant to ensure efficient program operations and effective communications with all students and families.
- Manage and lead the annual registration, audition, and enrollment cycles.
- Collaborate with artistic faculty to ensure student growth and ensemble advancement in Conservatory Programs.
- Manage partnership activities in collaboration with the Music Director and Associate Director of Conservatory Programs, and liaise with program partners such as Rotary International, La Jolla Music Society, San Diego Museum of Art, San Diego Symphony, and others to achieve partnership program goals.
- Set program timelines and all project schedules based on desired program goals.
- Participate in new faculty hire process.
- Monitor Conservatory Program budget, including staffing and other budget line items with the Associate Director of Conservatory Programs.
- Work with Conservatory Program team to implement and evaluate all supplemental programs and opportunities as needed with internal and external faculty and constituents.
- Troubleshoot and suggest solutions to ensure quality program output.
- Collaborate with the Music Director to implement and evaluate International Youth Symphony, concerto competitions, and Ovation workshops including recruiting and training concerto competition judges.
- Coordinate community performance events and performance requests for students in collaboration with the Music Director and Associate Director of Conservatory Programs.
- Recommend new programs and activities to enhance Conservatory Programs.
- Mentor student leaders and community performers.
- Ensure all Conservatory program publications and communication with families are accurate and effective.
- Manage collection and compilation of student and family feedback to produce reports and recommendations.
- Ensure adherence to consistent policies and procedures across all SDYS programs.
- Provide necessary education for SDYS parents and families for program success.
- Formally and informally assess and evaluate direct reports.
- Pursue personal professional development activities.

Internal Collaboration

- Attend management team meetings and contribute to the overall management of SDYS.
- Collaborate with the Production and Operations Manager to ensure efficient internal operations, including technology/database needs and rehearsal and event operations.
- Liaise with other program managers to ensure cross program collaboration.
- Convene and facilitate faculty meetings as needed.
- Collaborate with program and administrative staff on timelines and logistics, including rehearsals, concerts, auditions, competitions, outreach, and donor events.
- Liaise with Community Opus Program Manager on the preparation of Opus students for Conservatory Programs.

- Identify professional growth opportunities for sponsored lessons, chamber music, and classroom faculty.

Other duties as assigned by the Associate Director of Conservatory Programs.

Qualifications

- Significant knowledge of and experience with instrumental music required; classical music preferred.
- 3+ years of program management experience preferred.
- College degree required; music emphasis preferred.
- Ability to work well with families and staff; culturally sensitivity to diverse and underserved families.
- Keen attention to detail and highly organized.
- Strong communication skills.
- Strong sense of integrity and collaboration.
- Ability to work in a fast-paced environment and adapt to change.
- Comfortable using Microsoft Word and Excel plus Google applications, and ability to quickly learn other programs and applications.
- Typing speed of at least 50 wpm.
- Some database experience preferred.
- Second language skills in Spanish, Mandarin Chinese, Korean, or Japanese are desirable.

Additional

This position requires sitting at a desk or workstation, walking, standing, climbing stairs, hearing, speaking, being able to lift up to 25 lb. and able to drive to locations pertaining to organizational operations. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire. This is a full-time position with work responsibilities on weekends and/or evenings to be determined with the supervisor.

To Apply

To apply, please send an email with a current resume and thoughtful cover letter to hr@sdys.org. We will begin reviewing applications immediately; the position is open until filled.