
POSITION ANNOUNCEMENT: Operations & Education Coordinator

Department: Operations & Education Coordinator
Reports to: Vice President of Operations & Education
Status: Full-time, Hourly
Start Date: Dec 15, 2021

Position Summary:

Celebrating its 87th season, Long Beach Symphony (LBS) is a professional orchestra comprised of 72 tenured members with an annual budget of approximately \$3 million. LBS presents five Classical concerts at Long Beach Terrace Theater five Pops concerts in the Long Beach Arena and a variety of education programs in the concert hall, school district and community.

The Operations & Education Coordinator is responsible for assisting the Vice President of Operations with administration of concert production and music education activities.

Primary Duties and Responsibilities:

Artistic Administration:

- Provide administrative support to the Vice President of Operations & Education.
- Serve as liaison to artist's representatives as well as oversee guest artist travel, accommodations, transportation and on-site hospitality.
- Work with Librarian to research the instrumentation of each concert season.
- Prepare and organize materials needed for rehearsals, performances and auditions.
- Work with the VP of Operations and the Orchestra Personnel Manager to generate and track the Musician's Personal Services Contracts.
- Maintain appropriate databases, records and files.

Concert Production:

- Assist VP of Operations & Education, along with the Librarian and Orchestra Personnel Manager in coordinating concert production.
- Attend all rehearsals and concerts; coordinate with production staff and orchestra set-up.
- Coordinate production stage crew schedules, facility needs and any other special concert requirements.
- Act in place of the Orchestra Personnel Manager and /or the Librarian when required.

Education:

- Coordinate education initiatives with the staff, education committee, school districts, and musicians.
- Assist staff and musicians with implementation of education programs including youth concerts and ensemble visits to schools.
- Assist in creation and distribution of digital education content for teachers.
- Coordinate the high school student volunteer program.
- Identify and coordinate classroom education opportunities for guest artist.

Qualifications:

- General knowledge and interest in a variety of musical artists, genres and repertoire.
- Able to work full time Monday-Friday plus evenings and weekends as needed for rehearsals/concerts/events.
- Detail-oriented, deadline-driven, highly organized problem solver with excellent follow-through, resilience and positive attitude.
- Customer service oriented in all industry and interoffice interactions.
- Prior concert production experience necessary.
- B.A or equivalent background and experience.
- Minimum one-year administrative experience with general computer skills (Microsoft Office, Word, Excel, Outlook, etc.)
- Professional demeanor, clear writing and verbal communication skills.
- Must own a reliable car and maintain insurance.
- Must be able to lift 30 pounds and occasionally be on your feet for long shifts.

Salary: Commensurate with Experience.

Benefits: Long Beach Symphony offers a complete health benefits package as well as paid time off, holidays and retirement contributions.

How to Apply: Submit cover letter/e-mail, resume and two letters of recommendation (academic and/or professional) to VP of Operations & Education, Issy Farris at issy@longbeachsymphony.org

If selected, you will be contacted to schedule an interview.

Long Beach Symphony is an equal opportunity employer.