
EMPLOYMENT OPPORTUNITY

Position Title: Operations & Education Coordinator
Reports to: Vice President of Operations & Education
Staff Status: Full-time, non-exempt

Position Summary:

Celebrating its 89th season, Long Beach Symphony (LBS) is a professional orchestra comprised of 72 tenured members with an annual budget of approximately \$3.5 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 & Education 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 Orchestra Librarian to research 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 Orchestra Librarian and Orchestra Personnel Manager, in coordinating concert production.
- Attend all rehearsals and concerts; coordinate with production staff on stage 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 Orchestra Librarian when required.

Education:

- Coordinate education initiatives with the staff, education committee, school districts, and musicians.
- Coordinate implementation of education programs including youth concerts, ensemble visits to schools, and Instrument Petting Zoo presentations.

- Assist in creation and distribution of digital education content for teachers.
- Recruit and coordinate volunteers for concerts and education programs.
- 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 in the office full time Monday through 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 be a licensed driver, own a reliable vehicle, and maintain insurance.
- Must be able to lift 30 pounds and occasionally be on your feet for long shifts.

Compensation and Benefits: The Coordinator starts at \$20- \$23/hr depending upon experience. The Symphony believes in providing work-life balance and offers generous health, dental, vision, and paid-time-off benefits. An employer-matched retirement plan also is offered.

How to Apply: Qualified applicants are invited to email a cover letter and resume with two professional references to VP of Operations & Education, Issy Farris at Issy@longbeachsymphony.org. If selected, an initial video interview will be scheduled. No phone calls, please.

Long Beach Symphony is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

Our Vision: The vision of the Long Beach Symphony is to inspire and unite all people through the transformative power of music.

Our Mission: Long Beach Symphony engages audiences of all ages and cultures through exceptional orchestral performances, community partnerships and meaningful educational experiences.