

**BERKELEY YOUTH
ORCHESTRA**

Orchestra Manager Opportunity

The Berkeley Youth Orchestra (BYO) is seeking a part-time Orchestra Manager to manage the orchestra operations, support the Conductor/Artistic Director, and be the primary contact for student musicians and parent volunteers.

Founded in 1969, BYO serves about 100 young musicians in grades 4-12 each year, for many of whom BYO is their first full symphonic orchestra experience. In addition to weekly rehearsals and three performances each year, BYO's program includes professional musicians serving as section coaches at rehearsal each week, an annual concerto competition, chamber ensembles and a chamber orchestra.

BYO is a 501(c)(3) nonprofit organization based out of Laney College in Oakland, CA, that relies on both tuition and donations to operate. The all-volunteer Board of Directors strives to run a world-class regional youth orchestra accessible to all regardless of financial means.

The Ideal Candidate

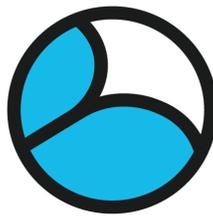
We are seeking a person with a passion for instrumental music and for working with young musicians. The ideal candidate will be an effective communicator, be very organized, be a self-starter, and have some experience in working with or playing in a youth orchestra or symphonic band. The incoming Orchestra Manager should be very comfortable using digital tools, including social media, to communicate with youth, parents, and supporters.

Top candidates will possess many of the following skills and experiences:

- Demonstrated passion for music and the performing arts
- Knowledge of orchestral repertoire, procedures, and event planning
- Excellent verbal and written communication skills, keen organizational skills, and attention to detail
- Self-starter with exceptional prioritization skills and follow-through
- A demonstrated ability to successfully manage a team, organization, or group, with preference for ones involving youth and their families
- High level of proficiency working with digital tools including email, spreadsheets, Google Drive, websites, and social media

In addition, candidates must:

- Be available to work on Saturdays for all rehearsals and performances (September-May) in addition to working remotely as needed on weekdays
- Have access to reliable transportation to/from Laney College in Oakland, CA



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- Pass a background check

Key Job Responsibilities

- Manage the audition process for musicians to join the orchestra including setting up the digital enrollment process in BYO's member management system and website
- Guide accepted musicians through the orchestra registration process and enrolling in the BYO course at Laney College
- Ensure tuition payments are made on time and assist families with the scholarship application process as needed
- Ensure parts are distributed to musicians in a timely manner
- Work closely with the Artistic Director/Conductor to plan and execute the following:
 - auditions (late May, early August, and virtual as needed)
 - parents meetings (two Saturday mornings, typically September and November)
 - annual retreat (one Saturday per year in September)
 - weekly rehearsals (Saturday mornings, early September to early May)
 - dress rehearsals (three Saturdays per year in fall, winter, and spring)
 - regular concerts (three Saturdays per year in fall, winter, and spring)
 - outreach concerts (typically one per year)
- Take attendance and ensure musicians follow orchestra rules at all events
- Manage volunteer roles and ensure that families have signed up for their required volunteer hours and fulfill their commitments
- Send out weekly updates to the orchestra with reminders and instructions for rehearsals, performances, etc.
- Attend monthly board meetings and provide updates on orchestra operations
- Create and maintain the orchestra calendar
- Keep the orchestra website up to date and regularly post engaging content to the orchestra blog and social media channels (minimum of twice/month)
- Process payroll for all orchestra employees

Start Date: March 15th, 2022

Compensation

This is a part-time salaried non-exempt position requiring an average of 15 hours of work per week. Compensation is commensurate with experience and will be between \$20,000-\$24,000 per year. The position includes paid sick leave but no other benefits.

Application Process

Interested candidates should email their resume with a cover letter to jobs@byoweb.org and include "Orchestra Manager Opening" in the subject line.