



LOS ANGELES YOUTH ORCHESTRA

the future of culture

Position: Orchestra Manager (Full-Time)

Date posted: May 8, 2019

Deadline to apply: Open until filled

Compensation: Dependent on experience

The Los Angeles Youth Orchestra (LAYO) is a 501(c)(3) non-profit music education organization comprised of students ages 8-18 years old who reside in the greater LA area. LAYO consists of two ensembles, Ruth Borun Concert Orchestra (intermediate) and Symphony Orchestra (advanced) led by Artistic Director and Conductor Russell Steinberg.

LAYO rehearses on Sunday afternoons from August through November and January through April at the Encino Community Center in Los Angeles, with concerts in November and April. Additional rehearsals occur as needed for tours, special events and salons.

The Orchestra Manager will report to the Artistic Director and Executive Director and is required to attend staff meetings, all Sunday rehearsals, auditions and concert performances (at least 4 per year) and salons. Candidates should have:

- College degree or equivalent work experience
- Orchestra management experience and/or youth orchestra experience
- Knowledge of orchestral instrumentation
- Excellent organizational, administrative, prioritization and time-management skills
- Self-starter and detail oriented
- Knowledge of Microsoft Office, Filemaker database and InDesign
- Exceptional interpersonal and communication skills
- Experience working with students and parents

Specific duties include but are not limited to:

AUDITIONS Organize, publicize and schedule auditions throughout the season. Identify specific instrument needs, contact teachers for referrals, advise prospective and current students, oversee audition day logistics, and prepare folders and forms.

REHEARSALS and CONCERTS Organize, manage, and oversee all orchestra rehearsals, concerts and tours. Create season calendar for all rehearsals and concerts and arrange parent/coach meetings each semester. Create stage plot for rehearsals and concerts and oversee set-up and breakdown at each rehearsal and concert. Create full orchestra rosters

and sectional rosters, record weekly student attendance in sectionals and tutti rehearsals, and enforce rehearsal absence policy.

COMMUNICATIONS Oversee communications with current and prospective students, as well as parents, staff, coaches and teachers via email and phone regarding auditions, music, forms, rehearsals, concerts, absences and other issues. Disseminate weekly information to students and parents.

ADMINISTRATION Manage all student information and maintain orchestra databases and contacts in FileMaker and Gmail. Update website as needed.

RECRUITMENT Schedule and conduct recruiting clinics and presentations at Los Angeles area middle and high schools throughout the year. Cultivate and maintain relationships with music directors of orchestra programs at public and private schools and with private teachers.

CHAMBER ENSEMBLES Form chamber ensembles of interested current students and alums. Choose and provide appropriate music for each chamber ensemble and arrange rehearsals. Oversee performances at special events and salons.

COACHING FACULTY AND SUBS Supervise coaches and substitute musicians during rehearsals. Hire coach substitutes and substitute musicians as needed for rehearsals and concerts. Track hours for coaches and subs and prepare monthly payment spreadsheets for accounting.

CONCERT PROGRAM Oversee production of concert program using In Design, including timeline for submissions and proofing, collecting all necessary program info from the students, parents, Board, and staff, collecting artwork for program ads, creating final layout and coordinating with printer.

VOLUNTEERS Oversee and train parent volunteer coordinators and volunteers to assist with tasks at all rehearsals and performances.

To apply, please send letter of interest and resume to Laura Kay Swanson at Laura.kay.swanson@gmail.com.

www.losangelesyouthorchestra.org