



Pacific Symphony Youth Orchestra & Santiago Strings Manager

Position Summary

The primary role of the Pacific Symphony Youth Orchestra (PSYO) & Santiago Strings (PSSS) manager is to supervise and maintain the day to day operations, weekly rehearsals, seasonal performances/special events of PSYO and PSSS, plus intermittent tours in collaboration with the PSYO and PSSS Music Directors, the Director of Pacific Symphony Youth Ensembles and the PSYE administrative team.

Duties & Major Functions

Rehearsal and Concert Production responsibilities:

- Attend weekly ensemble rehearsals, overseeing the setup, fulfilling music needs, answering student/parent questions, and assisting the ensemble music director/conductor as needed.
- Collaborate with PSYE management colleagues in arranging logistical needs for each rehearsal.
- Coordinate with PSYE management colleagues and Pacific Symphony Production Director in arranging logistical needs for each concert at Renée and Henry Segerstrom Concert Hall.
- Plan, implement, and supervise annual weekend retreats at Pali Mountain Retreat & Conference Center in Running Springs, CA (PSYO) and Palomar Conference Center in Palomar Mountain, CA (PSSS).
- Create production timelines for performance days, retreats, and PSYE special events.
- Supervise all onsite student musicians, parent and/or community volunteers, and all hired professional personnel at all times.
- Collaborate with Pacific Symphony Youth Wind Ensemble (PSYWE) manager in obtaining and fulfilling weekly percussion needs (PSYO).

Administrative Responsibilities:

- Maintain regular communications with parents and students of PSYO and PSSS by collaborating with PSYE management colleagues in composing weekly e-newsletters.
- Answer parent and student e-mails and phone calls throughout the week prior to each rehearsal.
- Collaborate with PSYO and PSSS music directors and PSYE program director in planning, arranging, and preparing for each weekly rehearsal and the annual overnight retreats.
- Produce updated ensemble season calendars, concert flyers, and musician memos to distribute to PSYO and PSSS students at weekly rehearsal and to insert in weekly e-newsletters, as needed.
- Track student absences and follow up with absence requests in accordance with the student program policy.
- Manage, maintain, and update student contact database which is used regularly by all PSYE administrative staff.
- Serve as PSYO and PSSS ensemble music librarian by ordering music from publishers and preparing individual parts for musicians and sectional coaches.
- Hire Pacific Symphony musicians for performances, sectionals, and retreats as needed.
- Collect, track, and process all incoming student program fees.
- Assist in the planning, implementation, and supervision of ensemble domestic and international tours (next up: PSYO will tour at the end of the 2019-20 season, from July 6 thru July 15, 2020, with stops in Prague and Vienna).

Program-Wide Responsibilities:

- Assist in management and implementation of PSYE's annual auditions held in June of each year.
- Collaborate with PSYE colleagues, conductors, and the program director in creating program recruitment tools and ideas.

- Assist in managing the PSYO string quartet (PSYQ) and PSSS string quartet (PSSQ) for special events and coordinate chamber rehearsals on an as-needed basis.
- Assist with supervising the annual PSYO concerto auditions and concerto winners' recital.
- Maintain and organize department files, invoices, and supplies.
- Assist the Director of Pacific Symphony Youth Ensembles in day-to-day operations as needed such as arranging complimentary tickets, creating marketing materials, and performing research projects.

Working Hours

The PSYO & PSSS manager will work an average of 40 hours per week, with additional hours as needed during concert weekends, annual retreats, auditions and tours. Weekly hours will usually be divided as follows during the months of September through May:

- 7.5 hours every Sunday for weekly rehearsal (12pm-7:30pm)
- 32.5 hours during the regular work week (9am-5pm – some flexibility with schedules)

During the months of June through August, the PSYO and PSSS manager will work an average of 40 hours per week for auditions, season preparation and recruitment, to be completed during regular business hours (9am-5pm). During touring years, the PSYO and PSSS manager's summer hours will vary as needed.

Ideal Qualifications

- Must be impeccably organized, self-motivated, and able to prioritize multiple projects with meticulous attention to detail.
- Must possess the ability to stay calm, think clearly, and maintain a professional demeanor under pressure.
- A college degree in music studies is preferred, but a combination of education and experience will be considered.
- Must possess excellent client service, interpersonal communication, and problem solving skills when working with parents, students, teachers, and professional personnel.
- Must maintain professional integrity when working with confidential information.
- Must be a team player who is able to remain flexible in quickly-changing circumstances.
- Must possess the ability to handle diverse and varying workloads.
- Must be committed to attending all Sunday rehearsals, the annual overnight retreat and tours.
- Must possess working knowledge of orchestral instruments, including percussion.
- Must be conversant with standard orchestral repertoire.
- Must be conversant with musical parts and score reading.
- Must be conversant with music rental and licensing fee conventions.
- Must be proficient with Microsoft Office software including Outlook, Word, Excel
- Must have a valid driver license and regular access to a vehicle.
- Must be at least 21 years of age.
- Must have the ability to lift 25 pounds (will be asked to do this for much of the non-office work, i.e. rehearsal and concert production).

Reports to: Director, Pacific Symphony Youth Ensembles

Employment Type: Full-time, Non-exempt

Application Procedure – Deadline Monday, August 19, 2019

Please send a cover letter and resume to: Shawne Natalia Zarubica, Director of Pacific Symphony Youth Ensembles

SZarubica@PacificSymphony.org

Or by post to:

Pacific Symphony, Attn: Shawne N. Zarubica
17620 Fitch, Suite 100
Irvine, CA 92614

About the Program:

Pacific Symphony Youth Ensembles

Pacific Symphony Youth Ensembles (PSYE) is a premier pre-professional music performance program, nurturing and inspiring young musicians in grades 6 through 12. PSYE provides members with high-quality and innovative artistic experiences, striving to encourage musical development, personal growth and lifelong learning through the art of classical performance.

The Pacific Symphony Youth Ensembles program is one of the largest pre-professional musical training programs in the nation and is comprised of three performing ensembles that are united by the artistic vision of Pacific Symphony Music Director Carl St.Clair. The ensembles include Pacific Symphony Youth Orchestra (PSYO), Pacific Symphony Youth Wind Ensemble (PSYWE) and Pacific Symphony Santiago Strings (PSSS) all of which strive to promote and develop strong student musicianship in a nurturing environment through professional repertoire and unique performance experiences.

The 250 students who participated in these three ensembles during the 2018-19 season also represented over 75 school music programs in and beyond the Orange County and SoCal region. Musician membership in PSYE is determined by an annual audition process held in June of each year. The current season attracted more than 650 candidates to the program.

Pacific Symphony Youth Ensembles primarily performs in the world-class Renée and Henry Segerstrom Concert Hall at the Segerstrom Center for the Arts, and also performs in community venues across Orange County such as the Soka Performing Arts Center, Concordia University, UCI, Newport Beach Public Library, Calvary Church of Santa Ana and Friends Church of Yorba Linda. All PSYE performances are free of charge and open to the community.

In addition to each ensemble's regular weekly rehearsals at the University of California, Irvine, students enjoy a variety of interactions with Pacific Symphony musicians including regular sectional coachings, master classes and side-by-side performances. Each ensemble enjoys an annual weekend retreat where musicianship and camaraderie are cultivated in a unique weekend experience of intensive rehearsals, bonding activities, mentorship and artistic development, all of which promote teamwork within the ensemble.

Pacific Symphony Youth Orchestra

Founded in 1993, Pacific Symphony Youth Orchestra (PSYO) is a prestigious pre-professional youth orchestra that has been recognized as one of the most outstanding youth orchestras in the nation. Led by Pacific Symphony Associate Conductor Roger Kalia, PSYO focuses on mastery of the pillars of professional orchestral repertoire while creating a stimulating educational experience that helps to broaden the artistic horizons of each participant.

PSYO cultivates the talents of orchestra musicians in grades 9 through 12 through a variety of high level artistic experiences and performance opportunities, including a three-concert series at the Renée and Henry Segerstrom Concert Hall at Segerstrom Center for the Arts. PSYO also enjoys an annual side-by-side performance with the professional musicians of Pacific Symphony, where students rehearse and perform in concert with their professional counterparts as part of Pacific Symphony's Family Musical Mornings.

Each season, PSYO students enjoy a special rehearsal with Pacific Symphony Music Director Carl St.Clair, regular sectional coaching sessions with Pacific Symphony musicians and an annual concerto audition that allows the winner(s) to perform as soloist(s) during the PSYO season finale concert. As a culmination of the 2019-20 season, PSYO will embark on a 10-day international tour to the Czech Republic and Austria and will participate in the Summa Cum Laude International Youth Music Festival in Vienna in addition to a concert appearance in Smetana Hall in Prague.

Pacific Symphony Santiago Strings

Sponsored by The Orange County Chapter of the Suzuki Music Association of California/Los Angeles Branch, Pacific Symphony Santiago Strings was founded by Lonie Bosserman and Margie Chan in 1991, and was known as the Santiago Strings Youth Orchestra before joining the Pacific Symphony family in 2007. Led by Music Director Irene

Kroesen, a renowned veteran teacher of the Irvine Unified School District, PSSS also benefits from the artistic guidance of Pacific Symphony Music Director Carl St.Clair.

Representing 38 plus schools in the SoCal region, PSSS provides an experience that nurtures the confidence, poise, and musical sensitivity of young musicians through the study and performance of outstanding string orchestra literature. PSSS serves instrumentalists in grades 6 through 9 and is one of three Youth Ensembles programs offered by Pacific Symphony. Each season students enjoy an interaction with Maestro Carl St.Clair, as well as interactions with guest artists and professional musicians of Pacific Symphony. Students also engage in an annual weekend retreat and are offered free and discounted tickets to Pacific Symphony performances throughout the season.

Each season PSSS presents a two-concert series in addition to participating in the Orange County Suzuki Festival. Performances are generally held at the Renée and Henry Segerstrom Concert Hall at the Segerstrom Center for the Arts. The opening season performance regularly features a joint program with the Prelude Chamber Strings of Orange County.

In its 25th anniversary year, PSSS was invited to participate in the National Orchestra Festival in Tampa, Florida as part of the American String Teachers Association (ASTA) annual conference, and as a culmination of the 2017-18 Season, PSSS embarked on a seven day international workshop and performance tour to Costa Rica, where students visited and performed in the cities of San Jose, San Ramon and Cartago.

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