



Job Title: **Production Assistant**
Reports To: Production and Operations Manager
Status: Part-time, Non-exempt

About this Position

The San Diego Youth Symphony and Conservatory (SDYS) is seeking a part-time Production Assistant (PA) to provide a welcoming atmosphere at rehearsals and to contribute to the smooth running of rehearsals, events, and concerts. The PA will have a can-do attitude, provide excellent customer service, and be committed to our core values of commitment, creativity, equity, collaboration, and service.

Position Responsibilities

The Production Assistant reports to the Production and Operations Manager for the many and varied jobs that contribute to the smooth running of rehearsals, events and concerts. The PA is responsible for the following:

- Set up the rehearsal rooms, including chairs and stands, for all ensembles every Saturday and/or Sunday, as well as some weekday evenings, and ensure student safety at all times. Enlist students and parent volunteers in the setup and breakdown when possible.
- Set up other equipment and instruments according to schedules, and move music equipment to other buildings and spaces as needed.
- Welcome students, families, and visitors to rehearsals and/or events, and answer questions.
- Copy, prepare, or distribute music under the guidance of the Music Librarian.
- Check out instruments or instrument supplies, process broken instruments, or receive donations under the guidance of the Instrument Librarian.
- Handle the sale of SDYS merchandise, snacks, and instrument supplies, as needed, and comply with SDYS cash handling procedures.
- Assist with all elements of concert production and special events, both in advance with concert planning as requested, and at dress rehearsals and concerts, including loading and unloading equipment and instruments, stage setup and student supervision.
- Follow and administer all Covid-19 prevention and safety measures as outlined by SDYS for rehearsals, performances and events.

Other duties as assigned by the Production and Operations Manager.

Qualifications

- Personable, outwardly friendly, and able to deliver effective customer service to students, parents, visitors, and artistic faculty.
- Positive attitude and proactive problem solver.
- Able to follow directions and also work independently.

- Able to lift and move equipment weighing up to 40 pounds in/out of trucks and across rooms/buildings for rehearsal and event needs.
- Availability to work Saturday and/or Sunday during the rehearsal season.
- Availability to work some weekday events as well as other weekends for concerts and events.
- Knowledge of orchestral and band instruments is required; the ability to understand music notation, including orchestral scores and part distribution, is strongly preferred.
- Second language skills preferred.
- High school diploma or GED required; some college preferred.

To apply, please send an email with a current resume and thoughtful cover letter to hr@sdys.org.

Additional

This is a part-time position that requires regular, in-person, weekend availability according to SDYS' rehearsal calendar.

This position requires sitting, walking, standing, climbing stairs, hearing, speaking, using technology, being able to lift up to 40 lb. and driving to locations pertaining to organizational operations. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document upon hire.

About the San Diego Youth Symphony

SDYS' mission is to instill excellence in musical achievement and personal growth through rigorous and inspiring music education experiences. We do this through both our traditional youth symphony programming (Conservatory Programs), our neighborhood-centered programming (Community Programs) and early childhood music education (ChIMES) classes. For more information, please visit www.sdys.org.