

## Orchestral Studies Program Administrator / job announcement

**Description:** The Orchestral Studies Program Administrator (OSPA) will serve as the administrative assistant to the Director of Orchestral Studies (DOS) to facilitate the smooth functioning of all aspects of Stanford's orchestral program. The position is half-time, 20 hours per week, and runs throughout the year with time off according to Stanford's academic calendar: Christmas/New Year's break, spring break, August and early September, Thanksgiving week, and other holidays. The OSPA will usually work weekly daytime hours (generally M, Tu, Th) or evenings and weekends according to the schedule of orchestral activity. The position requires a Program Administrator with flexible hours who can arrange their schedule, in coordination with the DOS, to meet the needs of the program.

The OSPA's primary responsibilities will pertain to sheet music, the orchestra library, and the orchestra website. The OSPA will assist the DOS in preparing orchestral parts; ordering music and equipment from music publishers and distributors; communicating with the production staff; contacting orchestra members; securing instruments when required; and hiring ringers as needed.

The ideal candidate would possess an interest in arts management; some musical background and the ability to read music; experience in web design using WordPress (or the capacity to become proficient with it); skill using FileMakerPro (or the ability to acquire this skill); the use of social media (Facebook, Instagram, Twitter, etc.) to publicize Stanford Orchestra activities; the ability to organize an orchestral library; and a pleasant and cooperative manner with Music Department faculty, staff, and students.

**Requirements:** 1) Outstanding organizational ability; 2) excellent interpersonal and communicative skills; 3) reliability and attention to detail; 4) proficiency with Microsoft Word and Excel; 5) proficiency with Google Drive and file sharing platforms.

**Salary:** \$30,000

### Additional salary info:

Stanford offers:

- 1) superb retirement plans, excellent health care benefits, generous time-off and family care resources.
- 2) a caring culture: free commuter programs, ride-sharing incentives, discounts and more.
- 3) career development programs, tuition reimbursement, and the opportunity to audit courses or join a TedTalk, film screening, or listen to a renowned author or global leader speak.
- 4) excellent health resources: choose from hundreds of health or fitness classes at our world-class exercise facilities, climb our rock wall, etc.
- 5) discovery and fun. Stroll through historic sculptures, trails, and museums.

**Submit cover letter, cv, and contact information for three references with application submitted on the Stanford Careers website. Applications received by 28 November 2022 will receive top priority.**

Apply at: <https://careersearch.stanford.edu/jobs/orchestral-studies-administrator-19513>