



## Pacific Symphony Santiago Strings Manager

### Position Summary

The primary role of the Pacific Symphony Santiago Strings (PSSS) manager is to supervise and maintain the day-to-day operations, weekly rehearsals, and seasonal performances/special events of PSSS, plus intermittent tours, in collaboration with the managing director of Pacific Symphony Youth Ensembles (PSYE), the PSSS music director, and the PSYE management team. **This is a part-time, hourly/non-exempt position.**

**NOTE: All current COVID-19 safety protocols for ensembles, venues and activities will be closely observed.**

### Duties & Major Functions

#### Rehearsal and Concert Production responsibilities:

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

#### Administrative Responsibilities:

- Maintain regular communications with parents and students of 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 PSSS music director and PSYE managing director in planning, arranging, and preparing for each weekly rehearsal and the annual overnight retreat.
- Maintain updated ensemble season calendar, concert flyers, and musician memos for distribution to 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 PSSS student contact database which is used regularly by all PSYE administrative staff.
- Serve as PSSS ensemble music librarian, ordering music from publishers and preparing individual parts for musicians and sectional coaches, as needed.
- Hire Pacific Symphony musicians for performances and sectionals, as needed.
- Collect and track all incoming student program fees.
- Assist in the planning, implementation, and supervision of ensemble domestic and international tours, as applicable.

#### Program-Wide Responsibilities:

- Assist the auditions coordinator with PSYE's annual auditions, held in May/June of each year, as needed.
- Collaborate with PSYE colleagues in creating program recruitment tools and ideas.

- Assist in managing the PSSS string quartet (PSSQ) for special events and coordinate chamber rehearsals on an as-needed basis.
- Maintain and organize PSSS department files, invoices, and supplies.
- Assist the managing director in day-to-day operations as needed, such as arranging complimentary tickets, creating marketing materials, and doing research.

### **Working Hours**

The PSSS manager will work an average of 20 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:

- 3.5 hours every Sunday for weekly rehearsal (4:00pm-7:30pm, on average)
- 16.5 hours during the regular work week (some flexibility possible with schedule)

During the months of June through August, the PSSS manager will work an average of 20 hours per week for auditions, upcoming season preparation and recruitment, to be completed during regular business hours. During tour years, the PSSS manager's summer hours will vary as needed.

### **Desired 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 in all circumstances.
- A degree in music studies is preferred, but a combination of education and experience will be considered.
- Must possess excellent communication skills, both written and verbal, plus strong problem-solving skills when working with parents, students, teachers, professional personnel, and production colleagues.
- Must maintain professional integrity when working with confidential information.
- Must be a team player who is able to be resourceful and flexible in fluid circumstances.
- Must possess the ability to handle varying workloads.
- Must be committed to attending all Sunday rehearsals throughout the concert season, the annual overnight retreats, and occasional national and international tours.
- Must possess working knowledge of orchestral instrumentation.
- 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, Publisher & PowerPoint.
- 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 (may be asked to do this during non-office activities, e.g., rehearsal and concert production).

**Reports to:** Managing Director, Pacific Symphony Youth Ensembles

**Employment Type:** Part-time, hourly/non-exempt

**Benefits:** Paid holidays, accrued sick leave and vacation time

**Application Deadline: Thursday, July 29<sup>th</sup>, 2021**

To apply, please email your resume and cover letter to Shawne Zarubica, Managing Director of Pacific Symphony Youth Ensembles: [SZarubica@PacificSymphony.org](mailto:SZarubica@PacificSymphony.org)

**PACIFIC SYMPHONY IS AN EQUAL OPPORTUNITY EMPLOYER**

**For more about Pacific Symphony and PSYE, please visit:**

[https://www.pacificsymphony.org/education/ps\\_youth\\_ensembles](https://www.pacificsymphony.org/education/ps_youth_ensembles)

## About the Program:

**Pacific Symphony Youth Ensembles (PSYE)** is one of the largest pre-professional musical training programs in the nation, nurturing and inspiring young musicians in grades 6 through 12. PSYE provides members with diverse, inclusive, and innovative artistic experiences, fostering musical development, personal growth, and lifelong learning through the art of classical performance.

The program is comprised of three performing ensembles (Pacific Symphony Youth Orchestra, Pacific Symphony Youth Wind Ensemble and Pacific Symphony Santiago Strings), all of which are united by the artistic vision of Pacific Symphony Music Director Carl St.Clair. Each ensemble focuses on advancing student musicianship in a nurturing environment through professional repertoire and unique performance experiences. Students enjoy clinics with Pacific Symphony Music Director Carl St.Clair, regular coaching sessions with Pacific Symphony musicians, and interactions with world-renowned guest artists such as Yo-Yo Ma, Cho-Liang Lin, Glenn Dicterow, Narong Prangcharoen, Derrick Skye, Frank Ticheli, and many more.

The 250+ students who participated in these three ensembles during past seasons 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 May/June of each year. The recent seasons have attracted more than 650 applicants to the program.

Pacific Symphony Youth Ensembles primarily perform in the state-of-the-art Renée and Henry Segerstrom Concert Hall at the Segerstrom Center for the Arts, and also perform 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. Through special underwriting support, PSYE performances are free of charge and open to the entire community.

In addition to each ensemble's regular weekly rehearsals at UC 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, and artistic development, all of which help to develop social skills and promote teamwork within the ensemble.

The Pacific Symphony Youth Ensembles program and staff are part of Pacific Symphony's Artistic/Operations team.

**Pacific Symphony Santiago Strings** was founded by Lonie Bosserman and Margie Chan in 1991 and joined the Pacific Symphony family in 2007. Led by Music Director Irene Kroesen, a renowned music educator in the Irvine Unified School District, PSSS also enjoys 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 Ensemble programs offered by Pacific Symphony. Each season, students enjoy rehearsal time with Maestro Carl St.Clair as well as interactions with guest artists and Pacific Symphony musicians. Students also engage in an annual weekend retreat and are offered free and discounted tickets to Pacific Symphony performances throughout the season.

Each concert 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.