

# SAN DIEGO YOUTH SYMPHONY

Part of the **KeyNote** Music Education Family

<b>Job Title:</b>	<b>SDYS Advanced Ensembles Coordinator</b>
Reports to:	SDYS Program Manager
Status:	Full-Time (non-exempt)
Supervises	Supplemental Program Faculty, Teaching Artists
Schedule:	40 hours/week, Sunday through Thursday, occasional other days/evenings required, some flexibility for hybrid work from home arrangements
Compensation:	\$23-\$26hr., dependent on experience, benefits eligible (see below)
<b>How to apply:</b>	Email your resume and cover letter to <a href="mailto:hr@sdys.org">hr@sdys.org</a>

## About this Position

The SDYS Advanced Ensembles Coordinator reports to the SDYS Program Manager and works closely with the other SDYS Coordinators, the Artistic Director, artistic faculty and other program/administrative staff. This coordinator role is an important liaison with the Artistic Director and the Advanced Ensemble Conductors, collaborating with the team to achieve program and curricular alignment. For 2024-25, the Advanced Ensembles of SDYS include Concert Strings, Concert and Symphonic Wind Ensembles and the Philharmonia, Sinfonia, and Symphony full orchestras. SDYS enrolls approximately 500-550 students ages 8-18 each season. To meet multiple demands, the SDYS Advanced Ensembles Coordinator is proactive with prioritization, time management and resource planning. Their work demonstrates an on-going commitment to and focus on KeyNote's core values of commitment, creativity, equity, collaboration, and service.

## Responsibilities

The SDYS Beginning Ensembles Coordinator reports to the SDYS Program Manager and collaborates with him/her and the other SDYS Coordinators and other staff to fulfill the following responsibilities:

### Advanced Ensemble Administration

- Provide administrative, library and artistic support to the Artistic Director.
- Support the SDYS Program Manager in the design and implementation of all SDYS Advanced Ensemble programs.
- Facilitate program administration including but not limited to: program timelines and budget; Improvements, revisions, and ideas to enhance existing programs; Recital program information; Student rosters for concert programs; Artistic planning meetings with conductors, teaching artists; Students and families meetings when necessary; Executing policies consistently and identifying policies needing improvement.
- Provide necessary information and education to SDYS parents and families in collaboration with SDYS Program Manager and Artistic Director.
- Create online sign-up forms for appropriate supplemental program opportunities, and ticket offers. Process applications and recognition certificates for competitions, classes, and lessons.
- Implement and evaluate supplemental programs related to Advanced Ensembles including but not limited to Lessons Program, parent education programs, College Fair, Musical Artstops, and Mentor Program in support of program goals.
- Maintain various sign-up lists, including student interest, music teachers, and carpool list; communicate information as needed.
- Coordinate with conductors on any sectionals, coachings, or additional support to facilitate Advanced Ensemble program offerings.
- Supervise, lead, support, and assess supplemental program or electives faculty; facilitate supplemental program faculty meetings as needed.

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- Hire and contract all supplemental teaching artists needed to achieve program goals.
- Facilitate volunteer signup and tracking for relevant programs and activities
- Track student attendance and reporting; Contact families as appropriate.
- Maintain data accuracy in SDYS database and generate reports on student numbers, tuition, and other information as needed.
- Send email/text reminders about all events to families, and update the SDYS website with program information.
- Train and supervise concert assistants; design and implement check-in procedures for students at concerts and/or dress rehearsals and work with parent chaperones during concerts.
- Collaborate with staff to ensure efficient program operations, including rehearsals, concerts, auditions, competitions, outreach, and donor relations.
- Reconcile weekly attendance records and communicate with families as appropriate.
- Organize weekend rehearsal bulletin boards.
- Keep ensemble rehearsal and concert calendars up to date.
- Attend concert/recital planning and debrief meetings as required, provide feedback, and attend venue walk-throughs if needed.
- Attend weekly team meetings or other meetings to share information to KeyNote team.
- Interact with SDYS students and families at weekend rehearsals.

### **Student Enrollment**

- Prepare online registration forms and assist with revision of Student Handbooks, including financial aid applications, commitment forms, and other relevant documents in collaboration with the program team and as it relates to Advanced Ensembles.
- Prepare the audition process with program staff for June audition cycles.
- Maintain clear and prompt communication with families throughout the registration process.
- Organize auditions for students and communicate results to families according to the timeline.
- Enter accurate placement of all Advanced Ensemble auditions into the database, notify families with placement results, and produce rosters according to audition results.
- Work with the SDYS Program Manager to award financial assistance to approved students.

### **Communication**

- Compile information and communicate with Advanced Ensemble families every Thursday through the Weekly Update email newsletter.
- Communicate with Advanced Ensembles regarding changes to rehearsals, and with families about events.
- Answer Advanced Ensemble family emails and phone calls promptly and relay relevant information to other staff members when necessary.
- Coordinate website updates.
- Coordinate with conductors, teaching artists and office staff about rehearsal and roster changes.
- Communicate with students and families in Advanced Ensembles regarding student progress/concerns.

### **Financial, Reporting & Database Responsibilities**

- Collect, process, and reconcile appropriate deposits, tuition, and registration fees.
- Process approved refunds, payment plans, and check requests.
- Prepare reports on student numbers, tuition payments, and other demographics for assigned ensembles.
- Maintain SDYS' Student Management System (SMS) by entering new and updated information.

### **Office Duties**

- Unlock/lock the office during the workweek as assigned.
- Greet and assist visitors to the Balboa Park office; Answer/respond to general phone calls and emails.
- Participate on committees or task forces as assigned.

Other duties as assigned by the SDYS Program Manager, the Artistic Director and/or the President & CEO.

## **Benefits**

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- General: Health, Dental, & Vision Insurance (if consistently working 20+ hr/week)  
401(k) Retirement (opt-in, unmatched)  
Employee Assistance Plan, telemedicine
- Paid Time Off: Accrued Sick Leave  
Jury Duty Leave (up to two weeks)  
Bereavement Leave (up to 5 days)
- Organization: Free tuition in KeyNote programs for employee household  
Free employee instrument loans (if available)  
Paid professional development opportunities (as available)
- Memberships: Discounts at participating Balboa Park and NTC Liberty Station vendors  
Free admission to participating museums in Balboa Park and the San Diego Zoo

## Qualifications

- Ability to work independently and collaboratively, and enhance a team passionate about music education.
- Strong attention to detail and organizational skills; Excellent communication skills.
- Ability to work well with staff and families; sensitivity to diverse and under-served populations.
- Strong sense of integrity and collaboration.
- Ability to work in a fast-paced environment and adapt to change.
- Comfortable using Microsoft Word and Excel plus Google applications, and ability to quickly learn other programs and applications; Typing speed of at least 50 wpm.
- High school diploma or GED required
- Knowledge of and experience with music required

## Preferred Qualifications

- Knowledge of classical music, especially symphonic music.
- College degree or equivalent professional experience
- Second language skills in Spanish, Mandarin Chinese, Korean, or Japanese.
- Database experience
- A mission-driven desire to serve young people in our community.

## Additional Information

This is a full-time position with regular hours possibly Sunday through Thursday, plus some other days and occasional evenings as determined by our season calendar. To apply, send an email with a current resume and thoughtful cover letter to [hr@sdys.org](mailto:hr@sdys.org). This position requires sitting, walking, standing, hearing, speaking, using technology, being able to lift up to 25 lb., and driving to locations pertaining to organizational operations. Because we work with youth, all employees are recommended to be vaccinated. 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. KeyNote is committed to providing access and reasonable accommodation in its services, activities, programs, and employment opportunities in accordance with the Americans with Disabilities Act and other applicable laws. To request an accommodation based on a disability, please contact [hr@keynote-music.org](mailto:hr@keynote-music.org).

## About San Diego Youth Symphony and KeyNote

San Diego Youth Symphony (SDYS) and KeyNote's mission is to instill excellence in the musical and personal development of students through rigorous and inspiring musical training experiences. SDYS has a history of setting the bar for excellence in music education for nearly 80 years. We are dedicated to being a catalyst for community investment in young people with music education as a vehicle while creating joyful, collaborative, and immersive spaces in which young people can come together and experience the excitement of making music together. For more information, please visit [www.keynote-music.org](http://www.keynote-music.org).

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