



**Oakland Symphony
Youth Orchestra Manager**

Organization Profile

The Oakland Symphony Youth Orchestra (“OSYO”), an award-winning training orchestra, is lauded as an outstanding Bay Area music program. As an integral part of the Oakland Symphony, Youth Orchestra and Chorus, OSYO is committed to the organization’s mission of bringing together performance arts and youth education, and making classical music accessible, particularly to underserved parts of the community. By providing quality music education and free live performances, OSYO cultivates a life-long love of music in young people, nourishes a fertile ground from which the performing arts flourish, and strengthens the communities in Oakland and around the greater Bay Area.

OSYO:

- Consists of more than 100 talented music students, aged 12-22 years, from 46 schools and over 30 metropolitan areas in the greater San Francisco Bay Area;
- Has a current annual budget of over \$200,000, which is expected to grow;
- Through audition, is open to all young people from the Bay Area;
- Offers financial assistance, so that no qualified musician is excluded for reasons of need;
- Provides private lessons to prepare budding young talents for audition;
- Presents three main concerts each year;
- Rehearses and performs side-by-side with the Oakland Symphony and Chorus;
- Conducts young composers’ competitions;
- Commissions original compositions;
- Holds an annual retreat in the Santa Cruz mountains for member families;
- Tours internationally every three years in the summer – past destinations have included countries in Europe, Asia, and the Middle East – with plans for a 2019 tour in China;

Job Summary

The OSYO manager has the privilege of working with the renowned Maestro Michael Morgan, award-winning conductor Omid Zoufonoun, Grammy nominated chorus director Dr. Lynne Morrow, and many other elite professional musicians.

Through overseeing aspects of operations, productions, and personnel, the OSYO manager assists the conductor with the implementation of the orchestra’s mission. This manager is the main point of contact for communications among Oakland Symphony’s constituents, and, therefore, must maintain favorable rapports with all components of the organization, including but not limited to: parents, students, prospective families, volunteers, staff, the conductor, the artistic director, the executive director, and members of the board of directors.

Key Responsibilities

- Build and lead an OSYO task force consisting of parents and other community members to support young musicians, operations, productions, and project-oriented fundraising;
- Meet regularly with the conductor to coordinate repertoire, pedagogy and student requirements;
- Work closely with the librarian to ensure proper and timely supply of scores and parts;
- Communicate with the conductor and executive director to make appropriate budgetary recommendations for the upcoming season;
- Coordinate key decision-makers to create tour blueprints, implement and execute tour project management plans, and attend tours as lead chaperone;
- Track spending to ensure compliance with budget, and report potential issues with the conductor and executive director in a timely manner;
- Work closely with key personnel to coordinate fundraising, production, marketing, finances, and other managerial and administrative undertakings;
- Secure dates and venues, and coordinate activities related to the following:
 - auditions (early summer, date varies),
 - weekly rehearsals (Sunday afternoons, September through May),
 - dress rehearsals (Saturdays),
 - concerts (Sundays),
 - competitions (during non-touring years, dates vary),
 - retreats (every September);
- Process and track registrations, tuition payments, and financial aid applications;
- Create and maintain master calendar, update website as needed;
- Manage attendance records, and communicate issues with the conductor and families in accordance with attendance policy;
- Create and maintain databases for students, alumni, coaches, parents, schools, vendors and other contacts important to OSYO;
- Coordinate with schools for activities such as conductor site visits and marketing;
- Proactively secure instruments, equipment, ringers, and volunteers, as needed;
- Ensure the appropriate and timely setup and teardown of equipment and furniture for rehearsals, concerts, tours, and other events.

Qualifications:

A successful candidate must possess:

- Superior verbal and written communication skills;
- High level of professionalism, consistency, and, autonomy;
- The qualities of a strategic thinker, meticulous planner, and hands-on doer;
- The confidence to lead and the humility to follow;
- Availability to work on weekends for all rehearsals, performances, and other activities;
- Access to reliable transportation;

Preferential consideration is given to the candidate who holds:

- Bachelor of Music, Arts Administration, or similar credential in leadership;
- Ensemble management experience;
- Knowledge of orchestral repertoire and procedures;
- Interest in pursuing a career in arts administration.

Compensation:

This is a part-time position which requires approximately 25 to 30 hours of work per week with an annual salary between \$35,000 to \$40,000.

Please respond with cover letter and resume to jobs@oaklandsymphony.org. No phone calls please. Job is open until filled.