



The Oakland Symphony seeks a Youth Orchestra Manager to act as the administrative head of the Oakland Symphony Youth Orchestra (OSYO), a community-oriented orchestral training ensemble under the auspices of the Oakland Symphony. The position works with the Youth Orchestra Principal Conductor to further the artistic and educational mission of the ensemble-interacting with the Education Committee of the Symphony to develop policies, events, and long-range planning. S/he; supervises logistics; manages OSYO international touring; and collaborates with all departments of the Oakland Symphony to implement OSYO fundraising, promotion, and operational needs. This position has a lot of potential for the candidate's own ideas and creativity in further developing an established youth music education program.

This position is part-time, non-exempt 25-30 hours/wk. Salary Range: \$35,000- \$40,000/yr

#### RESPONSIBILITIES:

- Collaborate with OSYO Music Director to develop and implement the artistic and educational objectives of the YO season, through planning and administration of rehearsals, concerts, clinics, workshops, educational activities, and ad hoc projects.
- Manage OSYO personnel, including oversight of all written and verbal communications, administration of OSYO policy and procedures, placement, assignments, scheduling, attendance, and issues relating to artistic and behavioral performance.
- Track OSYO spending during season to ensure compliance with budget; communicate with OSYO conductor and Oakland Symphony executive director as needed to make appropriate recommendations for upcoming season budgets.
- Assess technical/logistical needs and supervise technical components of all rehearsals, concerts and related OSYO activities.
- Maintain database for students, alumni, coaches, parents, schools, and important vendors.
- Communicate with Orchestra Librarian, including production of parts, editing, bowings, audition-excerpt preparation, and music distribution.
- Manage flow of information for OSYO print and promotional materials.
- Direct tour personnel and touring logistics: act as Tour Manager for international tours, in pre-tour planning and on tour; supervise tour party, including chaperones, musicians, and guests; plan and implement group movement; supervise equipment/cargo movement and set-up; assist in development of itinerary; oversee production of itinerary booklet and tour educational presentations. (The OSYO tours every 3 years.)
- Collaborate with Executive Director and Music Director to develop OSYO policy, plan and implement events, and participate in long-range planning; includes significant stewardship responsibilities.



QUALIFICATIONS:

Basic Requirements

- Must be available for OSYO rehearsals and performances
- Must be available to work on weekends
- Must have access to reliable transportation

Desired Qualifications and competencies:

- Bachelors/Associates Degree, concentration in Music/Arts Administration or Business is preferred or extensive experience in administration, non-profit organizations and/or education.
- Teaching and/or Performance experience is a plus, but not required.
- Connections in the Oakland/ East Bay music community, including positive relationships with teachers and public school music teachers is highly desirable.
- Ability to interact effectively and diplomatically with young musicians, professional adult musicians, guest artists and conductors, music teachers, parents, board members, vendors, and management personnel.
- Strong organizational skills, trouble-shooting and problem-solving abilities. Ability to coordinate and track multiple projects.
- Excellent verbal, written, and presentational communication skills.

Please respond with cover letter and resume to [jobs@oaklandsymphony.org](mailto:jobs@oaklandsymphony.org). No phone calls please. Job is open until filled.