



## **Operation Coordinator: Youth Orchestra and Artistic Liaison**

The Oakland Symphony is seeking an Operations Coordinator to join the Oakland Symphony Operations team.

### **ORGANIZATION INFO**

Oakland Symphony strives to enrich the city's cultural life by championing symphonic music performance and music education. It is a leading regional performing art organization that is nationally known for its inclusive programming and connection to the community. We seek an Operation Coordinator who prioritizes a diverse, equitable, and inclusive environment and is passionate about increasing the reach and impact of Oakland Symphony's programming.

### **POSITION SUMMARY**

The Operations Coordinator is a key operations position that works across multiple artistic and educational programs. This role will act as Primary Administrator and Rehearsal Supervisor for the Oakland Symphony Youth Orchestra (OSYO), Artistic Liaison to professional Guest Artists, Rehearsal Supervisor and Assistant Administrator for Oakland Symphony Chorus (OSC). OSYO is a community-oriented orchestral training ensemble for musicians 21 and under and OSC is a volunteer symphony chorus for all ages. All are programs of the Oakland Symphony.

**REPORTS TO:** General Manager (GM)

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### **Artistic Liaison**

- Draft and update production sheets.
- Create, update, and send guest artist itineraries.
- Oversee hotel reservations and bills for guest artists, contractors in accordance with contracts.
- Collect artist bios, pictures and other resources from Artist management.
- Obtain and set out hospitality for guest artists per riders.
- Assist with rehearsals, concerts and events as directed, including orchestra and chorus check-in, lobby set/takedown, and post-concert reception set up/takedown.
- Other duties as assigned

#### **Youth Orchestra**

- Collaborate with OSYO Youth Orchestra Director and GM to implement the artistic and educational objectives of the OSYO season, through planning and administration of rehearsals, concerts, clinics, workshops, educational activities, and ad hoc projects.
- Oversee OSYO personnel including students, ringers, coaches and volunteers; 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.



- Assist the GM with Tracking OSYO spending during season to ensure compliance with budget; communicate with OSYO Director and General Manager as needed to make appropriate recommendations for upcoming season budgets.
- Assess technical/logistical needs and facilitate technical components of all rehearsals, concerts and related OSYO activities.
- Maintain the database for students, alumni, coaches, parents, schools, and important vendors.
- Communicate with the GM about Orchestra Library needs, including production of parts, editing, bowings, audition-excerpt preparation, and music distribution.
- Facilitate development of OSYO print and promotional materials.
- Assist the General manager with directing tour personnel and logistics: staff international tours, assist in pre-tour planning; assist with supervising 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 the General Manager to develop OSYO policy, plan and implement events.
- Other duties as assigned by General Manager

#### **Chorus**

- Act as Rehearsal Supervisor for Chorus rehearsals.
- Assist and support volunteer chorus admin as directed by General Manager
- Other duties as assigned by General Manager

#### **QUALIFICATIONS**

- Advanced education in Arts Administration, Music, Education, Event Management, Stage Management, or a related field is preferred but not required.
- 1-4 years of experience in event coordination, arts administration and production, or a related field, preferably in a musical or educational setting.
- Prior experience working with or playing in youth or community orchestras is a plus.
- Familiarity with coordinating logistics for events, tours, and performances, including travel and accommodations.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and Google Workspace (Docs, Sheets, etc.).
- Basic familiarity with database management tools (e.g., Google Sheets, Salesforce, or similar platforms) is desirable.
- Ability to supervise and manage small groups of people, providing guidance and ensuring efficiency.
- Ability to work flexible hours, including evenings and weekends, as required by rehearsals, concerts, and events. This role works Sunday and Wednesday evenings weekly from July to the end of May.
- Must pass a background check which includes fingerprinting to ensure eligibility to work with youth.

#### **ATTRIBUTES**

- Strong attention to detail in all administrative, logistical tasks, scheduling, and communications.



- Highly organized with the ability to manage multiple tasks and events at once.
- Able to anticipate needs, think ahead, and take the initiative in resolving issues before they arise.
- Strong written and verbal communication skills, including the ability to interact with diverse groups such as musicians, parents, guest artists, and staff team members.
- Ability to manage multiple tasks, events, and deadlines simultaneously.
- Strong teamwork and collaboration skills, with the ability to work in a dynamic, fast-paced environment.
- Demonstrated capacity for staying calm and organized under pressure.
- Awareness and respect for diversity in music, culture, and the backgrounds of students, co-workers, and guest artists.
- Collaborative and able to work effectively with diverse teams, including musicians, educators, and operations staff.
- Creative and solution-oriented with the ability to handle unexpected challenges and changes.
- Flexible and able to adjust to new tasks and changes in the environment with a positive attitude.
- High level of professionalism and discretion in working with artists, staff, and the community.
- A customer-centric approach to interacting with all stakeholders, from students and parents to artists and donors.
- Cultural fluency, particularly when coordinating international tours.

#### **SALARY AND BENEFITS**

Annual salary between \$50,000- \$55,000. Oakland Symphony offers generous vacation/benefits packages. Oakland Symphony is an equal opportunity employer and actively seeks diversity in staffing.

**To APPLY:** Please submit your resume with a cover letter to Sara Vreeland, General Manager, at [jobs@oaklandsymphony.org](mailto:jobs@oaklandsymphony.org).