

Position: Operations Manager
Institution: Boston Youth Symphony Orchestras
Location: Boston, Massachusetts
Date posted: 2/15/07
Application deadline: 3/15/2007

Roles and responsibilities: The Boston Youth Symphony Orchestras (BYSO – formerly GBYSO) seeks an Operations Manager who will work with the Director of Operations, Executive Director, and Marketing staff to assist in operations associated with auditions, rehearsals, performances, and orchestra personnel for the BYSO's regular season, camp, and international tours.

Primary duties: Communicate regularly with student musicians, parents, and artistic staff. Manage personnel information for over 400 students. Manage and plan logistics related to rehearsal and concert production. Serve as liaison to Boston University staff and performance venues. Manage and update website. Assist the Marketing staff with the production of audition brochure. Plan and manage audition application processing and scheduling. Plan and manage acceptance and registration of students. Oversee student accounts including billing and processing invoices. Monitor student income and prepare forecast adjustments. Work with vendors to communicate accurate deliverables. Assist in the planning and management of two-week summer camp. Prepare and process personnel information for international tours. Travel and assist concert production on international tours. Maintain list of orchestra instruments and equipment.

Reports to: Director of Operations
Supervises: A minimum of five Boston University work-study students

All candidates are welcome to apply. The ideal candidate will possess highly developed interpersonal skills, and be a self-starter with excellent organizational skills, including strong problem-solving, and analytical skills, the ability to manage priorities and workflow, excellent verbal and written communication skills, and acute attention to detail. Proficiency with Microsoft Office Suite essential, Filemaker and Blackbaud skills are a plus. Music experience a plus.

Compensation will be commensurate with experience.

Interested applicants should submit a cover letter, resume, and references by email and mail to:

Ben Hires
BYSO
College of Fine Arts
Boston University
855 Commonwealth Avenue
Boston, MA 02215
byso@bu.edu
(no phone calls please)

Position will remain open until a successful candidate is found.

Dedicated to providing talented young musicians with opportunities for personal and artistic growth, the Boston Youth Symphony Orchestras (BYSO) offers elementary and secondary school students a challenging rehearsal and performance experience in a professional and supportive environment. In addition to making musical training available for young people, this vital arts organization serves the community by encouraging a greater understanding of and participation in music.