

Boston Youth Symphony Orchestras Community Programs Associate



Boston Youth Symphony Orchestras believes that an exceptional classical music experience can be life changing. At BYSO, students experience a transformative music education through participation in our nationally-renowned orchestras and outreach programs. To support these efforts, BYSO is seeking a full-time Community Programs Associate to manage and implement effective program services for the Intensive Community Program (ICP) and Bridge to Equity and Achievement in Music (BEAM) initiatives. The Community Programs Associate will work with students, families and cross-departmentally to ensure smooth operations for all rehearsals, concerts, and events.

Position Reports to: BYSO Director of Operations and Community Programs, works closely with ICP Artistic Director

Primary Responsibilities:

- Manage operations and logistics for ICP and BEAM including, but not limited to, weekly lessons and classes, evaluations, rehearsals, concerts, events, special projects, annual recruitment, and ICP summer camps, including the coordination of external relationships
- Prepare and disseminate logistical information to students, families, staff, and teaching faculty
- Serve as primary point of contact for ICP students, families, and teaching faculty; answer questions and solve problems as necessary
- Manage attendance plan and record keeping for ICP lessons, rehearsals, and performances
- Manage ICP instrument inventory, repairs, and assignments
- Assist in the implementation of organization-wide diversity, equity and inclusion (DEI) strategies; assist in building relationships and partnerships with key stakeholders
- Work with BYSO staff to advance organizational goals as related to ICP and BEAM
- Supervise and train a minimum of four (4) Boston University work-study students and eight (8) MLK Summer Scholars
- Other related duties as assigned

Educational/Professional Requirements: Bachelor's degree in music or arts administration and a minimum of 2 years of administrative experience; proven ability to effectively manage a staff and a rigorous schedule; thorough knowledge of classical music; excellent written and verbal communication skills; and knowledge of computers (primarily Microsoft products, Filemaker) are essential. A demonstrated strong background in interpersonal skills is a must with ability to mitigate and solve difficult issues with BYSO students, families, faculty, and staff. Candidate must be detail-oriented and able to work independently on projects from conception to completion. Candidates with a music background preferred.

Additional Qualities and Traits:

- The ideal candidate will have a commitment to equity, diversity, and inclusion as business and workplace values
- Successful experience working with people from diverse cultural, racial, and ethnic backgrounds is desirable
- Bilingual (English/Creole or English/Spanish) is desirable but not required
- A familiarity with the diverse neighborhoods and communities that make up inner city Boston and the immediate metropolitan area is preferred

Additional Requirements: Regular evenings and weekends required. BYSO's weekly rehearsals occur each Sunday between September and June. Candidates must be able to lift a minimum of 50 pounds.

Compensation: Commensurate with experience

Duration: Full-time, effective immediately upon hire

Other Details: Boston Youth Symphony Orchestras is a registered 501 (c) 3 organization. BYSO does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, sexual orientation, gender identity and encourages diversity and inclusion in our workplace.

Application procedure: Please send cover letter, resume, and references (PDF documents only) to Kathryn Rudolph at kmrudolp@bu.edu. **No phone calls please.**

Application deadline: Applications received prior to August 23rd will be given preference.