

## **BOSTON YOUTH SYMPHONY ORCHESTRAS (BYSO)**

### **Operations Manager**

BYSO serves qualified student musicians in grades K-12 and 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 Operations Manager on a growing operations team, to assist in effective implementation of all activities for the BYSO including: weekly rehearsals (Sundays), concerts, special events, annual auditions, 2-week summer camp in Maine, and tours. The Operations Manager is a key member of the operations team in the planning and execution of BYSO activities. S/he reports to the Director of Operations and Community Programs and assists in the management of a crew of work-study students.

#### **Primary Responsibilities**

- Coordinate, facilitate, and manage all backstage/onstage operations for rehearsals, performances, special events, summer camp, and auditions; oversee logistics for multiple site venues serving as liaison with internal and external stakeholders
- Provide logistical support to Intensive Community Program (ICP) rehearsals and concerts
- Assist in the hiring of Orchestra Manager and Production Assistant work study staff; Supervise work study crew for set-up/break-down for Sunday rehearsals; hold annual orientation/training
- Communicate regularly with students and parents via email, telephone, and in person
- Prepare materials for coaches, ringers, and subs
- Manage audition scheduling and serve as Manager on Duty as scheduled for BYSO's annual audition period
- Process incoming registration forms and contracts into new personnel lists
- Relocate to Maine for BYSO camp weeks; assist with preparation and execution of the camp schedule
- Assist with the organization of bus lists, medical forms, cabin assignments, and seating assignments
- Provide technical support to Parents Committee and coordinate volunteer help for office tasks as needed
- Implement BYSO's COVID-19 policies
- Assist with tour planning and logistics as needed

#### **Educational/Professional Requirements:**

- Bachelor's degree in music or arts administration and a minimum of 2 years of experience in managing operational logistics in a non-profit, performing arts setting; Thorough knowledge of classical music
- Proven ability to effectively manage a staff, a rigorous schedule, and the needs and expectations of a wide range of constituents
- Proficiency in prioritizing and managing a broad range of tasks and simultaneous projects in a fast-paced environment with meticulous attention to detail
- Proven effectiveness and desire to work with student musicians
- Excellent written and verbal communication skills and ability to think critically and strategically
- History of effective interpersonal skills with ability to mitigate sensitive and/or challenging issues
- Experience with standard business software and information technology
- Candidate must have significant experience in independent work and must be self-motivated
- A sense of humor is a must

#### **Additional Qualities and Traits:**

- A congenial nature with the ability to communicate effectively and thoroughly
- The ideal candidate will have a commitment to diversity and inclusion as business and workplace values
- Successful experience working with people from diverse cultural, racial, and ethnic backgrounds is desirable

**Additional Requirements:** Frequent evenings and weekends required. Must be available on Sundays during the school year. BYSO's weekly rehearsals occur each Sunday between September and June. Candidates must be able to lift a minimum of 50 pounds.

**Compensation:** Salary \$43,000, plus benefits such as a health insurance stipend, PTO, and sick time

**Duration:** Full-time, year round

**Application procedure:** Please send a cover letter, resume, and references (PDF documents only) to Kathryn Rudolph, Director of Operations and Community Programs, at [kmrudolp@bu.edu](mailto:kmrudolp@bu.edu), and include the job title in the email subject. **No phone calls please.**

**Application deadline:** Posting will remain open until the position is filled. Applications received prior to June 15, 2022 will be given preference.