

BOSTON YOUTH SYMPHONY ORCHESTRAS (BYSO)
Operations Assistant

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 Assistant to assist in effective implementation of all activities for the BYSO including: weekly rehearsals (Sundays), concerts, special events, library services, annual auditions, 2-week summer camp in Maine, and tours. The Operations Assistant is a key member of the operations team in the preparation and execution of BYSO activities. S/he reports to the Associate Director of Operations and will help oversee a crew of work-study students.

Primary Responsibilities

- Manage the operation and maintenance of all BYSO music library services
- Communicate regularly with artistic staff to compile, update, and distribute orchestra seating assignments and rosters
- Prepare concert production and logistical information
- Assist with backstage/onstage operations for rehearsals, performances, special events, summer camp, and auditions
- 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
- Manage the processing of incoming applications and scheduling of audition times; oversee database maintenance; serve as Manager on Duty as scheduled for BYSO's annual audition period
- Assist with registration processing as needed
- Manage Auxiliary Instrument inventory, loan process and maintenance
- Relocate to Maine for BYSO camp weeks; Assist with preparation and execution of the camp schedule
- Assist with departmental projects and initiatives as assigned
- Assist with the implementation 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 strong interest in managing music library services and supporting operational logistics in a non-profit, performing arts setting; Thorough knowledge of classical music
- Ability to manage a rigorous schedule, and the needs and expectations of a wide range of constituents
- Ability to prioritize and address a broad range of tasks in a fast-paced environment with meticulous attention to detail
- Desire to work with student musicians; commitment to outstanding customer service for students and families
- Excellent written and verbal communication skills; strong interpersonal skills
- Demonstrated independent, mature judgment
- 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 \$40,000, plus benefits such as a health insurance stipend, PTO, and sick time

Duration: Full-time, year round

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

Application deadline: Posting will remain open until the position is filled. Applications received prior to February 10, 2023 will be given preference.