



## Senior Operations Manager

### THE OPPORTUNITY

Since our founding in 1958, the Boston Youth Symphony Orchestras (BYSO) has reached thousands of students across New England through a legacy of high-quality training, the brilliance of classical music, and the gift of human connection.

The mission of BYSO is to encourage musical excellence in a professional and supportive environment by providing the highest quality orchestra training and performance opportunities to qualified musicians, grades K-12, and making its programs accessible to underserved communities through financial assistance and outreach.

BYSO is one of the most prestigious, comprehensive, and remarkable youth orchestras in the nation. BYSO will soon open the doors to its iconic BYSO Youth Center for Music, which will give young musicians from every corner of Boston and beyond unconditional opportunities to be immersed in music training and performance at the highest level.

To support these efforts, BYSO is seeking a full-time Senior Operations Manager on a dynamic 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 Senior Operations Manager is a key member of the operations team in the planning and execution of BYSO activities. This position reports to the Director of Operations and manages a team of work-study students.

The BYSO is a positive, dynamic and inclusive environment for both our student population and our staff. Knowing its importance to the success of our work, BYSO is committed to diversity and inclusion, and we aspire to build a diverse staff team and community. We strongly encourage people of all backgrounds to apply.

### 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
- Manage student rehearsal and performance attendance and logistics for annual BYSO opera and concerto competition; provide support for chamber music program
- Supervise hiring, training, and management of 20+ work study staff; supervise work study crew for set-up/break-down for Sunday rehearsals; hold annual orientation/training; coordinate paperwork and payroll administration
- Communicate regularly with students and parents via email, telephone, and in person
- Hire coaches, ringers, subs, and other personnel as needed
- Oversee audition scheduling; prepare and send weekly updates to staff; assist with scheduling and hiring of adjudicators; serve as Manager on Duty for assigned audition days
- Prepare registration materials; assist with tracking and processing student documents; manage rosters
- Relocate to Maine for BYSO camp weeks; assist with preparation, execution, and dissemination of the camp schedule and student information; manage and resolve camp conflicts; oversee camp store; create and manage cabin and bus lists
- Provide technical support to Parents Committee and coordinate volunteer help for office tasks as needed
- Assist with tour planning and special projects logistics as needed

### Educational/Professional Requirements:

- Bachelor's degree in music or arts administration and a minimum of 3+ 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 team, 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 equity, diversity, and inclusion as business and workplace values
- Successful experience working with people from diverse cultural, racial, and ethnic backgrounds is desirable

**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:** Salary \$50,000, plus benefits such as a health insurance stipend, PTO, and sick time

**Duration:** This is a year-round, full-time exempt position with a hybrid schedule

**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 David Abraham at [dabraha1@bu.edu](mailto:dabraha1@bu.edu). No phone calls please.

**Application deadline:** Applications received prior to December 1<sup>st</sup> will be given preference.