



YOUTH ORCHESTRA PROGRAMS MANAGER

The Great Falls Youth Orchestra (GFYO) Program is a program of the Great Falls Symphony Association (GFSA) that includes the Great Falls Youth Orchestra, Sinfonia, and the Youth Chamber Music Program. The Youth Orchestra Programs Manager is responsible for the administrative duties of the three GFYO Programs. This position reports to the Executive Director of the Great Falls Symphony and works closely with the Great Falls Symphony's Music Director, the Youth Orchestra Director, the Sinfonia Conductor, the Youth Chamber Music Program coaches, the GFSA staff, and parents.

GENERAL YOUTH ORCHESTRA PROGRAM RESPONSIBILITIES

- Collaborate with area educators and administrators to promote and recruit new members for the Youth Orchestra, Sinfonia, and Youth Chamber Music programs
- Design on-brand concert programs, schedules, and other promotional and educational materials for Youth Orchestra, Sinfonia, and Youth Chamber Music Program
- Schedule and track coaching services for the Youth Orchestra and Sinfonia by collaborating with the Youth Orchestra Director and with the Symphony's Core musicians
- Schedule rehearsals and performances for each semester in collaboration with the GFSA Music Director, the GFYO Youth Orchestra Director and the Sinfonia Conductor
- Coordinate with the Mansfield Theater staff to ensure there are adequate rehearsal spaces available for the Youth Chamber Music Program and that the stage is available for all scheduled Youth Orchestra and Sinfonia rehearsals and performances
- Schedule off-site rehearsals when the Mansfield Theater is unavailable
- Coordinate with Mansfield Theater staff to ensure adequate supplies (chairs, stands, etc) are available for rehearsals and performances
- Schedule, promote, and coordinate Youth Orchestra and Sinfonia auditions and seating auditions
- Maintain accurate financial records for Youth Orchestra, Youth Chamber Music Program and Sinfonia, which includes keeping track of tuition, preparing deposits, and invoicing
- Ensure all income and expenses are accounted for
- Effectively manage program expenses and stay within program budget
- Communicate regularly with the parents of the students and respond to inquiries from parents professionally and promptly
- Actively promote GFYO programs through social media, news stories, promotional events, press releases and through other effective channels
- Ensure GFYO program website pages and social media accounts are up to date, accurate, and relevant
- Regularly post photos of the students at work on social media for the purpose of engagement and for building awareness about the program
- Evaluate program effectiveness by working with the GFSA Executive Director to develop measurable surveys for the various constituents of the program
- Effectively utilize software programs to complete all necessary job functions including but not limited to NeonONE, Microsoft Office Suite, Google Sheets, Google Calendar, Google

Survey, Facebook, Instagram, Canva, email, Verizon OneTalk and other smart phone applications

YOUTH ORCHESTRA ALUMNI PROGRAM

- Creatively and effectively engage the Youth Orchestra Alumni through regular communications
- Encourage Alumni to share life updates and to keep their information on file up-to-date
- Grow the Youth Orchestra Alumni Program
- Manage all aspects of the Youth Orchestra Alumni Concert that occurs every 5 years

YOUTH CHAMBER MUSIC PROGRAM

- Schedule and promote outreach performances for the Youth Chamber Music Program each semester
- Recruit, contract, support and evaluate coaches for the Youth Chamber Music Program
- Keep record of billable hours for coaches
- Ensure coaches are compensated at the end of each semester
- Ensure the Youth Orchestra website pages are accurate and functioning correctly by regularly reviewing the material and making edits as required

EMPLOYMENT TERMS

- Must pass a criminal background check
- Must be eligible to work in the United States
- Must share the Great Falls Symphony's Core Values
- Must work with the highest ethical standards
- Must adhere to the Great Falls Symphony's employee handbook
- This position is an annual employee contract with a part time commitment. The time commitment varies based on the time of year (1-15 hours a week on average)
- Must be present for ALL Sunday afternoon rehearsals and performances from September – November, and from January – March
- Must participate in weekly GFSA staff meetings

QUALIFICATIONS

The ideal candidate embodies the Great Falls Symphony's mission to make Great Falls a better place through music. They must be friendly, positive and approachable. They must be meticulous, highly organized and have excellent computer skills. They must be able to communicate quickly and clearly with the students, parents, GFSA staff members, Music Directors, Conductors, external partners and professional colleagues. They must be natural planners and problem solvers who look ahead to anticipate and circumvent future logistical issues to ensure smooth operations of the Youth Orchestra Programs. They must work well independently and with large groups of people. They must also have experience as a musician in orchestra and/or band. It is strongly preferred that the candidate has a current connection with the Great Falls Public Schools music department and can clearly articulate a plan to recruit student musicians from across the region.

- Associate's degree with background in the arts, marketing, or business preferred, but not required
- Strong communication and collaboration skills required

- Strong computer and tech skills required. Must be proficient in email, Microsoft and Google administrative software, and social media platforms at a minimum with either demonstrated experience with or a willingness and ability to learn Wix, Google Calendar, Canva, NeonONE, and other technology as required
- Must be energetic, self-motivated, and self-starting
- Must have good time management skills and must consistently meet goals and deadlines
- Must have an optimistic, assertive, creative, and problem-solving attitude
- Must be dependable and trustworthy—where a “yes” is an unwavering promise to deliver on time and as described
- Must be an excellent communicator who is mindful of the various ways in which different people groups communicate and retain information, and must be willing to adjust communication styles accordingly
- Must be a positive advocate for music education
- Must enjoy working with kids
- Must be committed to working with excellence in all matters

The Youth Orchestra Programs Manager will be provided with a laptop, office space at the GFSA office in downtown Great Falls and a key to the office to work after hours. Most administrative duties can be accomplished remotely if desired, but candidate must be available to work all GFYO rehearsals and concerts in person.

APPLICATION INSTRUCTIONS

Send cover letter, resume and three (3) references to:

Hillary Shepherd

Executive Director

Great Falls Symphony

hillaryrose@gfsymphony.org