



CONDUCTOR & PROGRAM ADMINISTRATOR GREAT FALLS YOUTH ORCHESTRA – SINFONIA

The Great Falls Symphony Association seeks an experienced music educator to fill the role of Conductor & Program Administrator for the Sinfonia Ensemble, a student strings-only ensemble. The Great Falls Youth Orchestra (GFYO) is a program of the Great Falls Symphony Association (GFSA) that includes the Great Falls Youth Orchestra Ensemble, Sinfonia Ensemble, and the Youth Chamber Music Program. This part-time/seasonal position is responsible for the artistic direction and administrative responsibilities of the Sinfonia Ensemble and assists the Youth Orchestra Programs Director with administrative operations for the Youth Orchestra Ensemble and Youth Chamber Music Program. This position reports to the Music & Executive Directors of the Great Falls Symphony and works closely with the Great Falls Youth Orchestra's Music Director, the Youth Chamber Music Program coaches, the GFSA staff, students, and parents. The program includes two semesters each year (September – November and January – March), and the Sinfonia ensemble performs once (1) at the end of each semester for a total of two (2) times per season. The successful candidate will demonstrate strong leadership, musical, educational, and administrative skills.

GENERAL RESPONSIBILITIES

- Pursue the highest artistic standards and educational outcomes while maintaining a positive atmosphere for students.
- Select programming for and conduct the Sinfonia ensemble for all rehearsals and performances during the year – Sunday afternoons from 2:30-3:30 from September – November and January – March.
- Assist the Youth Orchestra Director with administrative responsibilities on rehearsal days (between the hours of 1:00 pm – 6:00 pm) and as needed throughout the season.
- Recruit, audition, and grow the Sinfonia ensemble.
- Recruit for the Youth Chamber Music Program, in collaboration with the Youth Orchestra Director.
- Build and maintain relationships as an ambassador of the Great Falls Symphony Association in the community, particularly with music educators in public and private school programs.
- Schedule rehearsals and performances for each semester in collaboration with the Youth Orchestra Director.
- 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 and that necessary supplies and equipment is accessible.
- Schedule off-site rehearsals when the Mansfield Theater is unavailable.
- Coordinate Sinfonia auditions and seating auditions.
- Work with the GFSA's Accountant to maintain accurate financial records for tuition.
- Effectively manage program expenses and stay within budget.
- Communicate regularly with parents and GFSA staff, and respond to emails promptly and professionally.
- Ensure GFYO program website pages and social media accounts are up to date, accurate, and relevant.
- Effectively utilize equipment and software programs to complete all necessary job functions including but not limited to the office copier, Wix, NeonONE, Microsoft Office Suite, Google Suite, and social media.
- Perform other job-related duties as assigned by the Music Director, and/or Executive Director.

QUALIFICATIONS:

- College Degree in music education and/or conducting and recent experience in music education with an emphasis in strings.
- Experience implementing rehearsal strategies and choosing repertoire for student musicians.
- Excellent communication skills.
- Energetic and self-motivated with good time management skills.

The successful candidate will be provided with office space at the GFSA office in downtown Great Falls, access to the GFSA Music Library and office supplies, and will be provided with a key to the GFSA office to work after-hours. Most administrative duties can be accomplished remotely if desired, but must be available to work all rehearsals and concerts in person.

EMPLOYMENT TERMS

- Must pass a criminal background check
- Must be eligible to work in the United States
- Must have a valid driver license
- Must be able to physically accomplish the job duties and responsibilities

SALARY

This position is part-time and is compensated as follows:

\$250/Service: Rehearsals and Performances (Approx. 24 Services/year)

\$25/Hour: Administrative Work (Approx. 150 hours/year)

\$9,750 total annual salary (approx.)

APPLY

Applications due June 1, 2025

Email the following to hillaryrose@gfsymphony.org:

- Cover letter describing your interest and qualifications to the position
- Current resume/CV
- 3 professional references, including contact information
- Samples of 2-3 past programs that exemplify your work
- Links to video(s) that demonstrate your conducting and rehearsal style (if available)

Finalists will be contacted for an interview in June, 2025.