

# WhartonARTS

Helen H. Cha-Pyo, Artistic Director

60 Locust Avenue, Berkeley Heights, NJ 07922 | WhartonArts.org | 908-790-0700

## Staff Position:

Operations Assistant

Hourly \$15 per hour

12-20 hours per week September through June, Summer hours variable

Flexible, steady schedule – extra time for events

COVID Vaccinated

## Job Description:

### Program Support – New Jersey Youth Symphony/New Jersey Youth Chorus:

- **Room Set Up:** Work with program staff to set up for daily rehearsals in two locations, ensuring the setup is correct for the ensemble. Set chairs, stands, set up computer equipment for Zoom rehearsals if needed, make sure that conductor has all the supplies they need for the rehearsal, check hand sanitizer dispensers and make sure there are wipes in the rooms. Set up for any sectional or breakout rehearsals
- **Student Check in:** Work with program staff to check students in upon arrival.
- **Student Management:** Assist in monitoring students during the rehearsals. Monitor bathrooms. Monitor student breaks.
- **Student Dismissal:** assist in student dismissal and traffic controls. Supervise parent pick-up of students.

### Program Support – Performing Arts School:

- **Student Services:** Support Performing Arts School staff when private lessons, group classes, and other events are going on; assist student services, answering phones, handling inquiries, and conveying messages to faculty and staff as needed..
- **Faculty Liaison:** Serve as point person for faculty
- **Building:** Will open and close the building. Convey any building issues to Operations

### Concert and Event Support:

- **Logistics:** Assist in loading/unloading trucks for offsite events. Items may include percussion instruments, music stands, AV equipment, etc.
- **Stagehands:** Serve as stage staff for all productions – from student recitals to full-fledged concerts and galas.
- **Box Office and House Staff:** Serve as ushers, ticket sales staff, or other house staff at events in our facilities or outside facilities
- **Other Operations Duties:** As needed, provide support to operations staff and the building manager with cleaning, organizing, moving, general duties as assigned.

## Qualifications:

- Knowledge of music, chorus, orchestra, and/or musical theater helpful, enthusiasm and a willingness to step in to help essential
- Physically able to lift up to 50 pounds and to be on your feet for over an hour at a time
- Programs located in Berkeley Heights and New Providence. Events take place in venues throughout the state.

**To apply:** Contact Susan Peterson, Director of Operations at [susan.peterson@whartonarts.org](mailto:susan.peterson@whartonarts.org)