

**Position: Manager of Orchestras**

**Reports To:** Director of Orchestra Administration

**Job Type:** 40 hours per week; Salary with benefits, Sunday-Thursday, nights and weekends

**Pay:** \$40,000-\$45,000 annually

The **New Jersey Youth Symphony (NJYS)**, founded in 1979 is a tiered orchestral program, offering ensemble education for students in grades 3–12 across New Jersey. We currently serve over 500 students in 15 different orchestras and ensembles, including the international-award-winning Youth Symphony.

The Wharton Institute for Performing Arts (Wharton Arts) is New Jersey's largest independent non-profit performing arts education organization serving 2,000 students through a range of classes and ensembles. The Institute comprises the New Jersey Youth Symphony, Performing Arts School, Paterson Music Project, New Jersey Youth Symphony and several community programs. Wharton Arts' mission is to provide the highest quality performing arts education to a wide range of students in a supportive and inclusive environment, where striving for personal excellence inspires and connects those we teach to the communities we serve.

**Job Summary**

The Manager of Orchestras will be responsible for working with the Director of Orchestra Administration, the Artistic Director, the NJYS librarian and the conductors to insure the smooth and efficient management of assigned ensembles. This includes overseeing room set-up; attendance in cooperation with the Assistant Manager; communication with parents, students, coaches and volunteers; seating auditions; and concert production. Other duties include annual auditions, enrollment reporting, and summer camp staff support in cooperation with the camp coordinator.

**Position Description**

**Ensemble Management:** Serve as the primary ensemble manager for Primo and Concertino Strings, Sinfonia, Chamber Winds, Clarinet Ensemble, CL4tet, Flute Choir, Flute Forum and Fortissimo Flutes. Be present for all rehearsals. Coordinate scheduling sectional coaches for string ensembles and help facilitate preparedness auditions.

**Communication:** Serve as primary contact for ensembles listed above. Work with Director of Orchestra Administration and conductors on rehearsal schedules, equipment, and music needs. Send regular email communication to parents, volunteers, and students. Answer parent and student questions.

**Attendance:** Work with Assistant Manager to track attendance and inform conductors of absences prior to rehearsal and inform students if they exceed their allotted absences. Keep up-to-date attendance records and absence reports. Open discussion with families to reduce absences.

**Operations:** Manage day-to-day room usage for assigned ensembles. Maintain instrument inventory including lending to students; manage and track instrument repairs.

**Library:** Work closely with Staff Librarian to ensure timely preparation and distribution of all ensemble music.

**Volunteer Coordination:** Create and maintain parent volunteer lists during the season. Train parent volunteers to assist at rehearsals, concerts, preparedness auditions and other events.

**Audition Support:** Assist Director with scheduling, recruitment, mailings, and rosters. Assist at all auditions. Build and maintain spreadsheets for ease of use.

**Concert Production:** Attend all NJYS concerts and assist Director with concert duty, both backstage and front of house. Be the backstage staff leader on concerts on which their ensembles perform, and assist backstage on concerts in which their ensembles do not perform. Gather information in cooperations with the librarian for all concert programs including program rundown, rosters, program notes, coach and volunteer rosters.

**Doubling Program:** Manage doubling program for Concertino Strings and Sinfonia each spring, including communication with the coaches, preparing the necessary instruments, and sharing details of the program with students and parents.

**Chamber Music:** Take attendance, send email communication to participating families and inform Chamber Coordinator of any issues with coach availability.

**General Administration:** Assist Artistic Director, Director of Orchestra Administration, and Director of Operations as directed. Take meeting minutes at weekly NJYS team meetings. Answer incoming calls from potential students, and the public.

#### Position Requirements:

- Bachelor's Degree or relative work experience.
- Experience performing in an orchestra or band. Strong knowledge of music, including ability to read music.
- Excellent communications skills. Ability to communicate effectively with children and their parents.
- Superb time management skills and ability to set priorities.
- Ability to respond creatively and effectively to new and unexpected challenges.
- Desire to work collaboratively and be a dedicated team member. Sense of humor, diplomacy, and perspective important.
- Strong computer skills: Microsoft Office. Database experience helpful.
- This position includes setting up chairs and music stands, carrying instruments, and lifting objects.

**To apply:** Send cover letter, stating why you would like this position with the New Jersey Youth Symphony, and resume to [jobs@whartonarts.org](mailto:jobs@whartonarts.org) and Stacy Square, Director of Orchestra Administration at [stacy.square@whartonarts.org](mailto:stacy.square@whartonarts.org) Please submit materials in PDF or Microsoft Word format.