

Position Title: Assistant Manager of Orchestras

Reports To Name/Title: Director of Orchestra Administration

Weekly Schedule/Total Hours: Schedule: approximately 20 hours/week Part Time (Sundays, 12-7 pm in addition to hours needed during the week)

Compensation: \$20/hour

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 Assistant Manager of Orchestras will be responsible for working with the NJYS team and the conductors to insure the smooth and efficient management of assigned ensembles. This includes room set-up; manage attendance for all ensembles; communication with parents, students, and volunteers; auditions; and concert production. Other duties include assisting with annual auditions, enrollment, summer camp, and the doubling program, as needed.

Position Description

Ensembles: Serve as the primary ensemble manager for the NJYS Jazz Program Ensembles on Sundays; Jazz Orchestra, Big Band, and Jazz Workshop. Be present for all rehearsals and performances.

Communication: Serve as primary contact for ensembles listed above. Work with the NJYS team and conductors on rehearsal schedules, equipment, and music needs. Send regular email communication to the Jazz parents, volunteers, and students; answer parent and student questions.

Operations: Manage room usage for assigned ensembles. Attend all jazz events.

Admin: Manage the organization of the YouTube channel, and photo archive

General Administration: Assist Director of Orchestra Administration, Manager of Orchestras, NJYS Librarian and conductors as directed.

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 and Stacy Square, Director of Orchestra Administration at stacy.square@whartonarts.org Please submit materials in PDF or Microsoft Word format.