

Sarasota Orchestra Job Description

Job Title:	Youth Orchestra Coordinator
Department:	Education
Reports To:	Director of Education
Classification:	Full-time, Hourly/Non-Exempt
Supervises:	None – N/A
Location:	Sarasota, FL

General Summary:

In conjunction with the Director, execute the day-to-day operations of Sarasota Youth Orchestras and Summer Music Camp. This position will also work closely with the Education staff and faculty to provide support for the community education programs including, Young Person's Concerts, Young Artists Competition and outreach to the schools.

Responsibilities:

- Execute the day-to-day operations of Sarasota Youth Orchestras and Summer Music Camp.
- Data entry for the Sarasota Youth Orchestras and Summer Music Camp, including applications/forms, attendance, and other tasks as assigned.
- Help process music and other library tasks for all Education Programs.
- Initiate and maintain positive relationships with parents, students, teachers and Education faculty.
- Organize audition process for yearly audition and seating auditions.
- Process and input data for all Sarasota Youth Orchestras private lesson scholarships.
- Create ensemble/room setups using Visio software and interface with Production for all Education setups.
- Help execute the community education programs.
- Represent the Orchestra at Orchestra programs and other events.
- Adhere to the Orchestra's policy and procedure on Prevention of Abuse and Molestation for Employees and Volunteers with Regular Contact with Minor Children.
- Perform other relevant duties and additional projects as assigned. Duties and responsibilities described herein are not a comprehensive list, and additional job tasks may be assigned from time to time as necessitated by the Education department and business needs.

Qualifications:

- Bachelor's Degree in Music Education, Arts Administration (with music background) or Performance (with a minor in Education)
- 2+ years experience in arts education (youth orchestra experience a plus)
- Strong Arts Administration skills
- Ability to initiate and maintain positive relationships with parents, students, volunteers and co-workers
- Excellent customer service skills; must enjoy working with people of all ages, especially children
- Exceptional attention to detail
- Strong computer skills including database experience; Tessitura experience a plus
- Ability to work well in a team environment
- Ability to work flexible hours including evenings and weekends
- Music library experience a plus
- Bilingual in English and Spanish helpful but not required

Physical Requirements:

While performing the duties of this job, the employee is regularly required to talk, hear, sit, stand, walk, bend, kneel, use hands to finger, handle or feel, and reach above the head with hands and arms. The worker is required to have visual acuity to perform an activity such as preparing and analyzing data and figures, visual inspection of music and folders, and viewing a computer terminal. This position requires the ability to occasionally lift and/or move up to 50 pounds.

Working Conditions:

The job operates in a professional environment including office and performance hall settings. The environment is generally moderate in temperature and noise level. In-person office work required.