



The **Artistic and Orchestra Operations Department** is responsible for all production aspects for the concerts that are put on by the Symphony - from hiring the conductor and artists, to securing venues and setting up the stage, to providing image magnification for the concerts. This department also includes the Pacific Symphony Youth Ensembles.

Pacific Symphony Youth Ensemble Volunteers: These volunteers assist the youth ensemble department directly, and would assist with the library, do administrative work, help produce concerts, and be ambassadors to the community. Special skills (such as video, photography, etc) are desired! They must be willing to work nights and weekends (most likely Friday - Saturday), detail oriented, and able to lift 50 pounds.

Production Volunteer: This volunteer would work directly with the Pacific Symphony stage managers in concert production, ranging from assisting with RoboCam operations, organizing and cleaning the warehouse, returning trucks and equipment, and filming rehearsals. The schedule varies, but would most likely be on weekend evenings. This volunteer needs a valid CA driver's license, good driving record, and truck driving skills. Theatrical knowledge preferred, not required.



Administrative Volunteer: This volunteer would assist in the Pacific Symphony offices with clerical tasks, document preparation and mailings, updating databases, and digitization of records. The schedule is project-based, but hours would be between Monday-Friday, 10:00 - 5:00 PM. Knowledge of Microsoft Office and classical music preferred.

Librarian Volunteer: The librarian volunteer would work directly with the Pacific Symphony librarians in the library at the concert hall, assisting with organizing and cataloging music in the database. Knowledge of musical instruments and instrumentation is preferred, and they must be able to lift 20 pounds comfortably. The hours will vary, but will most likely be during the week during business hours.



Guest Artist Volunteer: The guest artist volunteer would assist with guest artist management, with duties including picking up guests at the airport, selling guest artist CDs during concerts, assisting with hospitality purchasing, setting up dressing rooms, and giving backstage tours to donors and patrons. This volunteer must own their own car (which they keep clean when driving artists) and have a valid CA driver's license and good driving record. They must also exercise confidentiality and discretion when working with artists, and have a friendly disposition with the ability to easily make small talk. They should be able and willing to work nights and weekends.

Summer Concert Shuttle Drivers: These volunteers would drive shuttle golf carts transporting mobility impaired patrons within Irvine Meadows Amphitheatre for the summer shows. They must be courteous, friendly, and patient. Ideally, they would also be knowledgeable about symphony concerts and Irvine Meadows, and they need a valid CA driver's license and good driving record. This volunteer is needed July through September on concert days, early afternoon through evening after concert.

Audition Assistant: The audition assistant will assist the personnel manager during auditions for symphony musician positions. Duties include greeting and directing the candidates, assist them with time and room assignments, and answer questions. They are needed September 13-17, and need good customer service skills with attention to detail and confidentiality.