



Pacific Symphony Youth Orchestra Manager

Position Summary

The primary role of the Pacific Symphony Youth Orchestra (PSYO) manager is to supervise and maintain the day-to-day operations, weekly rehearsals, and seasonal performances/special events of PSYO, plus intermittent tours, in collaboration with the managing director of Pacific Symphony Youth Ensembles (PSYE), the PSYO music director, and the PSYE management team. **This is a part-time, hourly/non-exempt position.**

NOTE: All current COVID-19 safety protocols for ensembles, venues and activities will be closely observed.

Duties & Major Functions

Rehearsal and Concert Production responsibilities:

- Attend weekly ensemble rehearsals at UCI, overseeing the setup, fulfilling music parts & score needs, answering student/parent questions, and assisting the ensemble music director/conductor as needed.
- Collaborate with PSYE management colleagues in arranging logistical needs for each rehearsal.
- Coordinate with PSYE management colleagues and Pacific Symphony artistic operations colleagues in arranging logistical needs for each concert at Renée and Henry Segerstrom Concert Hall.
- Plan, implement, and supervise annual weekend retreats at Pali Mountain Retreat & Conference Center in Running Springs, CA.
- Create production timelines for performance days, retreats, and PSYE special events.
- Supervise all onsite student musicians, parent and/or community volunteers, and all hired professional personnel at all times.
- Collaborate as needed with the Pacific Symphony Youth Wind Ensemble (PSYWE) manager in organizing weekly percussion needs.

Administrative Responsibilities:

- Maintain regular communications with parents and students of PSYO by collaborating with PSYE management colleagues in composing weekly e-newsletters.
- Answer parent and student e-mails and phone calls throughout the week prior to each rehearsal.
- Collaborate with PSYO music director and PSYE managing director in planning, arranging, and preparing for each weekly rehearsal and the annual overnight retreat.
- Produce updated ensemble season calendars, concert flyers, and musician memos for distribution to PSYO students at weekly rehearsals and to insert in weekly e-newsletters, as needed.
- Track student absences and follow up with absence requests in accordance with the student program policy.
- Manage, maintain, and update PSYO student contact database which is used regularly by all PSYE administrative staff.
- Serve as PSYO ensemble music librarian, ordering music from publishers and preparing individual parts for musicians and sectional coaches, as needed.
- Hire Pacific Symphony musicians for performances and sectionals, as needed.
- Collect and track all incoming student participation fees.
- Assist in the planning, implementation, and supervision of PSYO domestic and international tours (next up: PSYO will tour at the end of the 2021-22 season, from June 27 thru July 6, 2022, with stops in Prague and Vienna).

Program-Wide Responsibilities:

- Assist auditions coordinator with PSYE's annual auditions held in May/June of each year, as needed.

- Collaborate with PSYE colleagues in creating program recruitment tools and ideas.
- Assist in managing the PSYO string quartet (PSYQ) for special events and coordinate chamber rehearsals on an as-needed basis.
- Assist with supervising the annual PSYO concerto auditions and concerto winners' recital.
- Maintain and organize PSYO's department files, invoices, and supplies as needed.
- Assist the managing director of PSYE in the day-to-day operations as needed, such as arranging complimentary tickets, creating marketing materials, and research projects.

Working Hours

The PSYO manager will work an average of 20 hours per week, with additional hours as needed during concert weekends, annual retreats, auditions, and tours. Weekly hours will usually be divided as follows during the months of September through May:

- 5 hours every Sunday for weekly rehearsal (12pm-5pm, on average)
- 15 hours during the regular work week (some flexibility possible with schedule)

During the months of June through August, the PSYO manager will work an average of 20 hours per week for auditions, upcoming season preparation and recruitment, to be completed during regular business hours. During tour years, the PSYO manager's summer hours will vary as needed.

Desired Qualifications

- Must be impeccably organized, self-motivated, and able to prioritize multiple projects with meticulous attention to detail.
- Must possess the ability to stay calm, think clearly, and maintain a professional demeanor in all circumstances.
- A degree in music studies is preferred, but a combination of education and experience will be considered.
- Must possess excellent communication skills, both written and verbal, plus strong problem-solving skills when working with parents, students, teachers, professional personnel, and production colleagues.
- Must maintain professional integrity when working with confidential information.
- Must be a team player who is able to be resourceful and flexible in fluid circumstances.
- Must possess the ability to handle varying workloads.
- Must be committed to attending all Sunday rehearsals throughout the concert season, the annual overnight retreats, and occasional national and international tours.
- Must possess working knowledge of orchestral instruments, including percussion.
- Must be conversant with standard orchestral repertoire.
- Must be conversant with musical parts and score reading.
- Must be conversant with music rental and licensing fee conventions.
- Must be proficient with Microsoft Office software including Outlook, Word, Excel, Publisher & PowerPoint.
- Must have a valid driver license and regular access to a vehicle.
- Must be at least 21 years of age.
- Must have the ability to lift 25 pounds (may be asked to do this during non-office activities, e.g., rehearsal and concert production).

Reports to: Managing Director, Pacific Symphony Youth Ensembles

Employment Type: Part-time, hourly/non-exempt

Benefits: Paid holidays, accrued sick leave and vacation time

Application Deadline: Thursday, July 29th, 2021

To apply, please email your resume and cover letter to Shawne Zarubica, Managing Director of Pacific Symphony Youth Ensembles: SZarubica@PacificSymphony.org

PACIFIC SYMPHONY IS AN EQUAL OPPORTUNITY EMPLOYER

For more about Pacific Symphony and PSYE, please visit:

https://www.pacificsymphony.org/education/ps_youth_ensembles

About the Program:

Pacific Symphony Youth Ensembles (PSYE) is one of the largest pre-professional musical training programs in the nation, nurturing and inspiring young musicians in grades 6 through 12. PSYE provides members with diverse, inclusive, and innovative artistic experiences, fostering musical development, personal growth, and lifelong learning through the art of classical performance.

The program is comprised of three performing ensembles (Pacific Symphony Youth Orchestra, Pacific Symphony Youth Wind Ensemble and Pacific Symphony Santiago Strings), all of which are united by the artistic vision of Pacific Symphony Music Director Carl St.Clair. Each ensemble focuses on advancing student musicianship in a nurturing environment through professional repertoire and unique performance experiences. Students enjoy clinics with Pacific Symphony Music Director Carl St.Clair, regular coaching sessions with Pacific Symphony musicians, and interactions with world-renowned guest artists such as Yo-Yo Ma, Cho-Liang Lin, Glenn Dicterow, Narong Prangcharoen, Derrick Skye, Frank Ticheli, and many more.

The 250+ students who participated in these three ensembles during past seasons also represented over 75 school music programs in and beyond the Orange County and SoCal region. Musician membership in PSYE is determined by an annual audition process held in May/June of each year. The recent seasons have attracted more than 650 applicants to the program.

Pacific Symphony Youth Ensembles primarily perform in the state-of-the-art Renée and Henry Segerstrom Concert Hall at the Segerstrom Center for the Arts, and also perform in community venues across Orange County, such as the Soka Performing Arts Center, Concordia University, UCI, Newport Beach Public Library, Calvary Church of Santa Ana, and Friends Church of Yorba Linda. Through special underwriting support, PSYE performances are free of charge and open to the entire community.

In addition to each ensemble's regular weekly rehearsals at UC Irvine, students enjoy a variety of interactions with Pacific Symphony musicians including regular sectional coachings, master classes and side-by-side performances. Each ensemble enjoys an annual weekend retreat where musicianship and camaraderie are cultivated in a unique weekend experience of intensive rehearsals, bonding activities, and artistic development, all of which help to develop social skills and promote teamwork within the ensemble.

The Pacific Symphony Youth Ensembles program and staff are part of Pacific Symphony's Artistic/Operations team.

Pacific Symphony Youth Orchestra

Founded in 1993, Pacific Symphony Youth Orchestra (PSYO) is a prestigious pre-professional youth orchestra that has been recognized as one of the most outstanding youth orchestras in the nation. Led by Pacific Symphony Assistant Conductor Dr. Jacob Sustaita, PSYO focuses on mastery of the pillars of professional orchestral repertoire while creating a stimulating training experience that helps to broaden the artistic horizons of each participant.

PSYO cultivates the talents of orchestra musicians in grades 9 through 12 through a variety of advanced artistic experiences and performance opportunities, including a three-concert series at the Renée and Henry Segerstrom Concert Hall at Segerstrom Center for the Arts. PSYO also enjoys an annual side-by-side performance with the professional musicians of Pacific Symphony, where students rehearse and perform in concert with their professional counterparts as part of Pacific Symphony's Family Musical Mornings.

Each season, PSYO students enjoy a special rehearsal with Pacific Symphony Music Director Carl St.Clair, regular sectional coaching sessions with Pacific Symphony musicians and an annual concerto competition that allows the winner(s) to appear as soloist(s) during the PSYO season finale concert. Additionally, as a culmination of the 2021-22 season, PSYO will embark on a 10-day international tour to Austria and the Czech Republic and will participate in the Summa Cum Laude International Youth Music Festival in Vienna in addition to a concert appearance at Smetana Hall in Prague.