



**JOB TITLE:** Orchestra Operations Coordinator (WSO & WSYO)  
**DATE:** July 2022  
**REPORTS TO:** Executive Director  
**CLASSIFICATION:** Hourly/non-exempt  
**SALARY:** \$15.00 to \$18.00/hour

**JOB SUMMARY:**

The Orchestra Operations Coordinator (WSO & WSYO) is primarily responsible for assisting the Wilmington Symphony Orchestra (WSO) and the Wilmington Symphony Youth Orchestras (WSYO) in the onsite execution of rehearsals, performances, retreats and other related events for the organization.

**JOB DUTIES AND RESPONSIBILITIES:**

Rehearsal and Concert Production:

- Provide overall operational support for WSO and WSYO ensembles including Youth Orchestra, Junior Strings and Rockestra;
- Attend and carry out logistical needs for all WSO and WSYO rehearsals and concerts, including but not limited to rehearsal/concert set-up/tear-down, fulfilling music needs in tandem with the WSO Librarian, communicating with musicians, students and parents, and assisting ensemble conductors;
- Serve as Librarian for the Youth Orchestra;
- Supervise all onsite musicians, including student musicians, parent, and all hired professional personnel at all times, as well as managing and training student volunteers;
- Assist with securing and loading/unloading of equipment truck for rehearsals and concerts as needed for the WSO and WSYO and other special projects. This position may require working with Percussion Manager (WSO) on transport of percussion instruments.

Program-Wide Responsibilities:

- Attend all WSO rehearsals to take attendance and ensure that all musicians have the necessary music for rehearsals;
- Work with WSO Librarian to ensure that all music folders and rental music is returned to the WSO office after each WSO performance;
- Assist in management and implementation of WSO and WSYO annual auditions held in August and January of each year;

- Assist with the planning of special performance events and any schedule trips/tours as needed;
- Maintain and organize program files and supplies;
- Monitor rehearsal and concert schedules, and maintain attendance and orchestra rosters for the program books.

**The duties listed above are not all inclusive. The Orchestra Operations Coordinator is expected to perform other work-related duties as assigned.**

### **WORKING HOURS:**

The Orchestra Operations Coordinator will work an average of 12-15 hours per week. These hours will fluctuate as needed during concert and special event weeks throughout the year. Weekly hours will usually be divided as follows during the months of September through July:

- Tuesday evenings for weekly WSO rehearsals (6:30pm – 10:00pm)
- Thursday evenings for weekly WSYO rehearsals (6:30pm – 9:30pm)
- WSO performs 5-8 concerts per year
- WSYO performs 3-4 concerts per year
- Approximately 4 hours every week for communications and other responsibilities as assigned

Some administrative work will be needed to carry out the logistical needs of WSO/WSYO rehearsals and concerts. The Orchestra Operations Coordinator will work with the WSO staff to determine these hours as needed.

### **An ideal candidate will have the following qualifications and competencies:**

- Ensemble management experience preferred;
- Experience working with children from diverse backgrounds;
- Background knowledge in orchestral repertoire, instrumentation, and general rehearsal and performance procedures;
- Must be available for and punctual to all WYSO rehearsals, performances, and other special events;
- Must have a high level of professionalism, consistency, and autonomy;
- Must possess strong interpersonal, communication, and problem solving skills when working with parents, students, teachers, and personnel;
- Ability to work both independently and as a member of a team who is able to remain flexible in quickly-changing circumstances;
- Must have a valid driver's license, auto insurance, and regular access to a vehicle. Comfortable renting and driving large trucks to transport instruments and equipment, as well as transporting items for concerts and events in personal vehicle;
- Must be at least 18 years of age;

- Must have the ability to lift and move equipment weighing 40 pounds, in/out of trucks, and across rooms/buildings for rehearsals and event needs;

**This position will require a satisfactory background check and Partners in Prevention training which is mandatory for the position.**

This is a part-time position with work responsibilities on weekends and/or evenings according to the season calendar. We will begin reviewing applications immediately; position is open until filled.

## **TO APPLY**

Email resumé, cover letter, and reference(s) to subject line: Orchestra Operations Coordinator at [liz@wilmingtonsymphony.org](mailto:liz@wilmingtonsymphony.org) by **August 5, 2022, 11:59 pm. to be considered. No phone calls please.**

*The Wilmington Symphony Orchestra is an Affirmative Action/Equal Opportunity Employer. We do not discriminate against any individual or group of individuals on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation or veteran status. Submitting an application does not constitute a promise or guarantee of employment.*