

Chattanooga Symphony & Opera
Job Description
CSO Youth Orchestras Manager

Summary

Job Title: CSO Youth Orchestras Manager
Department: CSOYO
Reports To: CSOYO Board
Hours: Part-time salaried position, average of 20 hours per week
(Monday afternoons/evenings are required, plus occasional Sunday rehearsals.
Position works from CSO office. Other hours are flexible.)

Basic Function: The CSO Youth Orchestras Manager coordinates, arranges, and facilitates all logistics and business related to auditions, rehearsals, and performances of the CSOYO. The Manager is responsible for the smooth, successful operation of the organization, maintaining good lines of communication among all segments to include the Board and Staff, CSO Administration, students, parents, area band and orchestra directors, coaches, and teachers.

The CSOYO Manager must be an individual who appreciates the value of the Youth Orchestra experience, has a deep interest in and appreciation of orchestral music, and is sensitive to the needs of young musicians. The Manager must be flexible, tactful, and patient and should be an excellent listener and skilled communicator. The Manager must be able to think and plan ahead, possess time management skills, and know how to set priorities and when and how to delegate responsibly.

Primary Duties and Responsibilities

- Coordinate and Manage Youth Orchestra Auditions
- Maintain and Update Student Database
- Oversee Rehearsals and Attendance
- Coordinate and Manage Concerto Competition
- Coordinate and Manage Section Rehearsals
- Maintain and Update Calendar of Events
- Coordinate and Manage Youth Orchestra Concerts
- Provide Assistance for Ensemble Dessert Concert
- Oversee Work Scholarships
- Coordinate and Manage Programs and Advertising
- Compile and Oversee Production and Distribution of Handbooks
- Coordinate and Facilitate Parent Meeting
- Manage and Report on Financial Transactions
- Create and Distribute Financial Reports
- Handle Tuition Collection

The duties listed above are not all inclusive. The Manager is expected to perform other work-related duties as assigned, even though they may not be considered primary duties.

Work Requirements and Qualifications

Education: Bachelor's degree preferred.

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Experience: Professional musician is preferred, but not required. Experience in an administrative role is preferred.

Knowledge, Skills and Abilities: Requires strong computer skills (including Word and Excel), typing and phone skills, and outstanding written and verbal communication skills. Successful candidates will have a record of success in completing goals on time and be flexible, adaptable, and comfortable working in an ever-changing environment.

Equipment to be Used: Standard office environment including phone, computer and printers, Microsoft Office Suite. Currently the CSO uses Patron Manager CRM, which operates on a Salesforce platform and OPAS Orchestra management database. Additional components may include iPad or Android tablets, and laptop computers.

Please send a cover letter and resume to steter@chattanoogasympphony.org by November 6. No phone calls, please.

About the CSOYO:

Membership in the Chattanooga Symphony & Opera Youth Orchestras (CSOYO) provides opportunities for young musicians to perform under the direction of professional conductors and attend sectional workshops with members of the CSO Orchestra. It also provides opportunities to compete for scholarships, perform solos, and participate in small ensembles. Currently there are four orchestras: Symphony, Philharmonic, Etude, and Prelude.

Mission Statement:

The mission of the Chattanooga Symphony & Opera Youth Orchestras is to provide the finest quality orchestral training and performance opportunities for aspiring young musicians in the greater Chattanooga area.

The Chattanooga Symphony and Opera reserves the right to revise this job description at any time. This job description is not a contract for employment. All employees are expected to adhere to all terms and conditions of the Association's Personnel Policies and Employment Manuals and other Association policies and procedures which may be promulgated and published from time to time.