

Greater Twin Cities Youth Symphonies (GTCYS) Job Posting

Job Title: **Artistic Coordinator**
Reports to: Music Librarian
Category: Part-time, non-exempt, year-round (approx. 10–20 hours/week)
Compensation: \$23–\$25/hour

POSITION SUMMARY

The Artistic Coordinator is a new part-time role which works closely with GTCYS' artistic staff to schedule and hire approximately 120–150 professional musicians and music educators each year for 500+ GTCYS program services, including sectionals, seating auditions, chamber music, and orchestra auditions. The successful candidate will maintain consistent communications with artistic personnel, streamline hiring and scheduling processes, exercise sound judgement, and manage artist budgets and payments. This role requires a background in orchestral music, plus outstanding organizational skills, responsiveness, and attention to detail.

This part-time, hourly position averages 10–20 hours per week, which may fluctuate throughout the season. Some in-office work in St. Paul is required. A regular schedule with availability during standard daytime hours is expected, with occasional evening or weekend on-call support for last-minute changes.

POSITION RESPONSIBILITIES

Artistic Administration

- Schedule, contract, and coordinate artistic personnel for sectionals, seating auditions, annual orchestra auditions, the concerto competition, special needs, and other activities in consultation with artistic staff and in alignment with GTCYS' strategic goals
- Maintain and develop a roster of qualified artistic personnel
- Assist with the audition material preparation process in collaboration with artistic staff
- Manage correspondence, payments, and budgeting for artistic personnel
- Maintain artistic personnel's current contact info in GTCYS' database (Neon CRM)
- In collaboration with staff, help expand and vet roster of qualified artists and evaluate effectiveness of hired contractors
- Ensure hired artists comply with GTCYS' policies, including the Child Protection Policy
- Identify and implement new methods of coordinating artistic personnel to streamline workflows
- Provide hands-on support at events as needed

Chamber Music

- Assist with logistics for GTCYS' chamber program, including scheduling coaches, maintaining student rosters, and coordinating coach compensation
- Serve as a communications contact with coaches and families

Office Administration & General

- Understand and adhere to GTCYS' Policies and Procedures
- Perform other duties as assigned

EXPERIENCE, SKILLS & ATTRIBUTES

- Bachelor's degree in music, or equivalent experience in a related field
- At least 2 years of experience working in a professional environment

- Familiarity with orchestral instruments and passion for GTCYS' mission
- Demonstrated ability to work independently
- Outstanding skills in communication, relationship management, and customer service
- Self-motivated and ability to set priorities and meet deadlines
- Actively seeks innovative solutions to improve processes
- Exceptional organization skills, attention to detail, and follow through
- Strong computer skills and confidence using PC-based Microsoft 365 applications (Outlook, Excel, Word)
- Access to reliable transportation
- Spanish bilingual skills are a strong plus

GTCYS is committed to being an inclusive and equitable workplace, and we strive to create a diverse staff that represents the broad communities we serve. Applicants from populations underrepresented in classical music are strongly encouraged to apply.

COMPENSATION & BENEFITS

This position will receive Sick & Safe Time (SST), accruing 1 hour of SST for every 30 hours worked.

TO APPLY

By May 21, combine the following documents into a single PDF and email it to GTCYS Music Librarian Ben Van Wienen at ben@gtcys.org. Incomplete applications will not be considered.

- Cover letter describing your experience and interest in this role
- Resume
- Three professional references

The selection process may include screening calls, Zoom and in-person interviews, and reference checks. We hope the selected candidate will start in July 2026.

ABOUT GTCYS

Now in its 54th season, the Greater Twin Cities Youth Symphonies (GTCYS, pronounced git-seez) is the largest youth orchestra program in the United States, with 11 orchestras, community initiatives, and camps. Under the leadership of artistic director Mark Russell Smith and a team of highly talented conductors, more than 1,300 students ages 7–18 of all skill levels from across the Minneapolis-St. Paul region in Minnesota participate in our programs. Weekly rehearsals, 30+ concerts, and enrichment activities help students develop life skills like teamwork and confidence through the pursuit of excellence. We believe every young person should have access to high-quality music instruction, regardless of their background. To meet the growing community need, GTCYS continually expands its programs and offers more than \$300,000 in need-based scholarships so no student is turned away. GTCYS gives students a place to belong, helps them build skills for any career path, and inspires a lifelong love of music. Learn more at gtcys.org.

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