

GREATER TWIN CITIES YOUTH SYMPHONIES JOB DESCRIPTION

Position: Program Associate
Category: Full-time, non-exempt position
Compensation: \$18.50 - \$20.50/hour, plus benefits
Schedule: 9:00am – 5:00pm Monday-Friday, adjusting for evening and weekend activities
Reports to: Program Director
Start Date: August or September 2024

The Program Associate is a new full-time role that supports various aspects of GTCYS' program activities, including hands-on event support, planning, communications, and logistics. This position works closely and collaboratively with the program staff to ensure that participants and their families have a smooth experience in GTCYS. An ideal candidate would have a background in music, ability to juggle multiple tasks, talent for detailed planning, confidence to work with youth at events, and enjoy working independently and collaboratively.

This is a hybrid role with some in-office work at GTCYS' St. Paul office (parking stipend provided). The position requires attendance at all GTCYS concerts and events, plus some rehearsals on evenings and weekends. Residence in the Twin Cities area is required.

Operations & Event Support (75%)

- Help plan and coordinate logistics and details for program activities, including rehearsals, sectionals, concerts, retreats, camps, student activities, and special events
- Attend and provide hands-on operational support at concerts and program activities, such as set-up, directing students backstage, etc.
- Deliver program materials to rehearsal sites each Monday (mileage reimbursed)
- Help coordinate Rehearsal Assistants' attendance and substitutes, and serve as a substitute RA for evening rehearsals if needed
- Help coordinate current and new venue rentals for rehearsals and concerts, and maintain positive relationships with venue contacts
- Coordinate food orders for special student events
- Help load and transport percussion and equipment for select concerts and program activities with the Operations Manager
- Maintain instrument and equipment inventory database, and coordinate repairs and purchases
- Coordinate livestream details with venues and vendors
- Prepare and send weekly emails and concert details to GTCYS families and staff, and respond to questions

Program Support (20%)

- Maintain internal and website calendars for program activities
- Manage program-related website updates
- Create and print in-house programs for select concerts
- Help prepare and collate materials for program activities, recruiting initiatives, auditions, and events (nametags, participation lists, signage, info packets, etc.)
- Set up and manage ticketing processes for ticketed concerts, including comp tickets
- Create annual teacher directory for website
- Provide music library support as time allows

Other (5%)

- Provide general support to program staff
- Serve as a positive, flexible, and supportive member of GTCYS' team and be a proactive ambassador

- Assist with special projects and other duties as assigned
- Understand and adhere to GTCYS policies and procedures

Required Qualifications & Skills

- Strong computer skills and confidence using PC-based Microsoft 365 applications (Outlook, Excel, Word) and experience with WordPress
- Familiarity with orchestral instruments and passion for GTCYS' mission
- Availability to attend evening and weekend activities
- Exceptional organization skills, attention to detail, and follow through
- Strong communications and correspondence skills
- Self-motivated and ability to set priorities and meet deadlines
- Ability to communicate effectively with youth, colleagues, and external contacts, and maintain positive attitude under pressure
- Flexibility to adjust to changing needs, apply critical thinking skills, and develop creative solutions
- Access to reliable transportation
- Physical capacity to lift at least 40 lbs.
- Bilingual skills a plus

GTCYS is dedicated to building a culturally diverse and equitable environment. We strongly encourage applications from people of color and from populations underrepresented in the arts administration field.

BENEFITS

Benefits include: generous paid time off and holidays, 3% retirement match, medical, dental, and short-term disability insurance, parking stipend, and flexibility.

TO APPLY

By July 16, combine the following documents into a single PDF and email it to GTCYS Program Director Miranda Bryan at miranda@gtcys.org: 1) cover letter describing your experience and interest in this role, 2) resume, and 3) three professional references. The hiring process may include a screening call, along with Zoom and in-person interviews.

ABOUT GTCYS

The Greater Twin Cities Youth Symphonies (GTCYS, pronounced git-seez) broadens access to instrumental music and serves more than 1,300 students ages 7-18 through our Harmony strings program and access initiatives, 11 school-year orchestras, and summer camps. Providing more than \$230,000 in need-based tuition assistance and support for private lessons helps level the playing field for more students. GTCYS presents 25 annual concerts at Orchestra Hall, Ted Mann Concert Hall, and free community concerts across the Twin Cities. GTCYS' equity, diversity, and inclusion initiatives ramped up in 2016 and have demonstrated strong results and remain a top priority. GTCYS celebrated its 50th Anniversary Season in 2021-22 and has experienced tremendous growth in the last decade. For more information, visit www.gtcys.org.

July 2024