

Greater Twin Cities Youth Symphonies – Rehearsal Assistant Job Description

Positions:	Rehearsal Assistant (multiple openings)
Reports to:	Operations Manager, Conductor
Category:	Seasonal, part-time position, September 2022 – May 2023; weekly evening hours on Mondays, Tuesdays, or Thursdays, plus occasional weekend concerts and special events
Salary:	\$16.50/hour

OVERVIEW

The Rehearsal Assistant serves as the onsite assistant at orchestra activities and is responsible for setting up equipment and supporting students' needs so the conductor can prioritize the musical aspect. The Rehearsal Assistant is the primary onsite point person for students and parents, answering questions and managing attendance. Rehearsal assistants are expected to attend all scheduled activities (rehearsals, retreats, performances) for their designated orchestra.

RESPONSIBILITIES

Orchestra Support and Communication

- Track student attendance and inform conductor of absences before rehearsal
- Make weekly announcements, distribute handouts, and answer parent/guardian questions at rehearsals
- Assist students with musical needs including tuning, changing strings, and playing musical examples, as needed (varies by orchestra level)
- Distribute, collect, and organize music as directed by the Librarian
- Help encourage student participation by proactively engaging in the rehearsal and anticipating conductor's needs
- Support a healthy physical, emotional, and musical learning environment for young musicians
- Maintain prompt email communication with the Operations Manager and office staff
- Help uphold GTCYS' child protection policy and carry out emergency safety procedures when necessary (training provided)
- Monitor and facilitate student compliance with GTCYS' COVID Protocols

Orchestra Logistics

- Attend all orchestra activities, including weekly rehearsals, biennial weekend retreats, and concerts as outlined in the [Orchestra Schedule](#), arriving at least one hour to set up and staying through all student pick-ups
- Set up and take down orchestra chairs, equipment, percussion, and signage for all rehearsals, sectionals, retreats, and concerts
- Set up and manage livestreaming and amplification equipment at rehearsals, if needed
- Serve as point person for any onsite student or parent social activities and meetings, managing set up, volunteers, clean-up, etc.
- Assist with percussion loading and unloading at offsite events

REQUIRED SKILLS:

- Ability to take initiative and engage in tasks without being prompted to do so
- Detail oriented, with good communication skills
- Music education background, with a preference for working with large groups of young musicians

- Musical proficiency on an orchestral instrument (string instrument proficiency required for Philharmonia and Sinfonia level orchestras; must be an excellent tuner, know the basics of stringed instrument maintenance, and be comfortable playing examples for students. See www.gtcys.org/programs for more details about the orchestra levels.)
- Experience and comfort level working with students, and desire to serve as a compassionate and outgoing role model for young musicians
- Ability to communicate effectively with parents and fellow staff
- Physical ability to move equipment possibly up to 50 pounds
- Must possess personal transportation and a smart phone
- Bilingual skills a plus
- Willingness to abide by, administer, and enforce GTCYS' COVID Protocols and assume all related risks

TO APPLY

Email a cover letter stating your orchestra preference and evening availability, resume, and names of three references with permission to contact to GTCYS Operations Manager Adam Rappel at adam@gtcys.org. Interviews will be scheduled as applications are received, and the first day of work is early September, 2022.

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 orchestral field.

July 2022