



GOLDEN STATE Youth Orchestra

ORCHESTRA ASSISTANT AND LIBRARIAN POSITION OPENING

Start Date: August 1, 2019 (or another mutually accepted date)
Employer: Golden State Youth Orchestra
Position: **Orchestra Assistant and Librarian (OA)**
Type: Part Time, hourly non-exempt
Reports to: Artistic Operations Manager and Executive Director
Compensation: \$22.44 per hr
Status: Employee Taxes withheld, W-2 issued
Health Benefits: Not Included

Note: Some evening/weekend work required

At Will Employment

As an employee of Golden State Youth Orchestra, you understand and agree that employment with this organization is at will, which means that either the employer or you may terminate your employment at any time, for any reason, with or without cause.

Responsibilities

Duties include (but are not limited to):

- Setup/breakdown for orchestras of various sizes and age groups
- Maintain attendance records, track advance absence notifications
- Setup/breakdown for dress rehearsal & concert with stage crew
- Manage extensive music library
- Copy orchestra parts, mark bowings as instructed by conductors, distribute to musicians
- Prepare/copy conductor scores
- Scan orchestra parts and distribute electronically as needed
- Supervise young musicians, ensure their safety, enforce rehearsal etiquette and rules
- Coordinate transportation of large instruments (percussion) to concert venue or other location by truck / large van
- Coordinate seating, promotion and new member auditions
- Coordinate additional sectional rehearsals/progress checks
- Manage parent volunteers, interact with parents and answer questions in a professional manner

- Accompany group on 6-day annual retreat in Santa Cruz (early August)
- Attend all rehearsals, dress rehearsals, and concerts; provide support as needed
- Perform additional tasks as assigned by Artistic Operations Manager or Executive Director

Qualifications:

- Bachelor's Degree (music degree preferred)
- Knowledge of classical music and orchestra repertoire
- 2-3 years experience working with students, ages 6-18
- Ability to work well with parents and students equally
- Ability to multi-task and prioritize work/deadlines
- Organized, detail oriented, and efficient
- Must have a vehicle in good working condition
- Sense of humor!

School year rehearsal schedule (not including setup/breakdown):

Sundays 3:00-6:00 (TBD)

Mondays 4:30-8:15

Tuesdays 6:00-8:45 (TBD)

Weekly hours:

30 hours weekly, flexible, some telecommuting possible by mutual agreement

Dress rehearsal and concert schedule:

Varies, some Saturdays or Sundays (about 10-11 concerts per year scheduled in advance) may start as early as 8:00 am or end as late as 10:00 pm

Progress checks: On occasion, W-Th-F 4:30-7:30

Flex Days

Employees earn two flex days off after successful completion of Retreat,, one flex day off after some combined dress rehearsal-concert days (or whenever a workday reaches a span of 12 hours), one flex day off when work is performed on six days in one week. Flex days must be taken as soon as possible after they are earned.

Holidays:

On some three-day weekends during the school year, Sunday rehearsals are moved to Mondays (such as MLK or Presidents' Day). Those days then become paid FLOATING holidays to be taken on any non-rehearsal day.