

OPERATIONS MANAGER
The Worcester Youth Orchestras

Job Summary:

The WYO Operations Manager is responsible for ensuring that the scheduling and production of all the organization's events (concerts, rehearsals, and special projects) run smoothly and effectively. This is a part-time position working September through May, with 100% in-person duties, approximately 10 hours per week predominately on Sundays & Mondays. Reports to the General Manager.

Specific Duties:

- Primary contact and coordinator for rehearsal locations and concert venues.
- Coordinate catering and reception arrangements, liaising with Box Office Manager, & General Manager.
- Travel with ensembles on field trips/tours (WYO does a major international tour every two years).
- Plan, administer and supervise all concert production activities, including facility and equipment rental, load-in and load-out, staging requirements, and other logistical arrangements.
- Weekly orchestra setup / breakdown for rehearsals.
- Attend all ensemble concerts and arrive backstage early to check all preparations.
- Arrange/hire stage managers & assistants, student work study interns and volunteers for events.

Shared Duties:

- Concert and rehearsal venue planning with the General Manager & Artistic Executive Director.

Desired Attributes:

- Ability to work as a member of a team with regard to coordinating performances, rehearsals, projects and events.
- Knowledge of Google Docs/Drive desirable.
- Maturity and professional conduct in dealing with children, grades 3 to 12.

Qualifications:

- Relevant work experience in event or operations/facility management.
- Knowledge of musical instruments/ensembles is desirable, but not required.
- Must have a valid driver's license and ability to drive small cargo van.
- Must be capable of lifting 40lbs +, moving and unloading/loading equipment into venues, onto stages or vans.
- Must have the ability to work independently and meet deadlines.
- Punctual & dependable.
- Access to e-mail and telephone on a regular basis.

Compensation & Policies:

Part-time, stipended position, paid monthly. Compensation commensurate with experience. Independent contractor (benefits are not included and taxes are not withheld from paycheck). Employment is contingent upon successful completion of a CORI check, including a check of your employment references. Covid-19 Vaccination Required (2 doses of Pfizer/Moderna or 1 dose of J&J).

To Apply:

Submit Cover Letter & Resume to search@worcesteryouthorchestras.org. Position is open until filled with preference given to resumes received before April 9th, 2023. Position to start immediately with training.