



POSITION OPENING:

Managing Director

The Organization

Founded in 1947, the Worcester Youth Orchestras (WYO) have maintained an integral presence in Central Massachusetts for over 70 years. Drawing from over 32 Massachusetts communities, New Hampshire and Rhode Island, the orchestras are open to all aspiring young musicians studying their instruments in individual and/or school lessons. WYO's Symphonic Division is for advanced players seeking training in standard orchestral repertoire and is comprised of the WYO Symphony Orchestra & Baroque Chamber Orchestra. WYO's Preparatory Program consists of the WY Philharmonic, a training orchestra for beginning and intermediate players, and WY String Orchestra. WYO also includes a Wind Ensemble and Jazz Program. In addition, WYO has several smaller ensembles: WY Flute Choir, WY Clarinet Choir and the Honors Chamber Music Program. The WYO program produces more than 25 concerts a season, including a highly anticipated popular Family Holiday Concert. In addition, WYO regularly collaborates with other arts organizations and has many outreach and community performances. Recent performances include Tuckerman Hall, Mechanics Hall, Academy of Music Northampton, Paramount Theatre Boston, Tsai Performing Arts Center, Alden Hall, The Warner Theatre, Pappas Theatre and the Dorothy Young Center for the Arts. In February 2019, the Symphony Orchestra will take a seven-day tour to Czech Republic. WYO serves over 200 students in Central Massachusetts and brings musical performances and cultural events to over 8,000 people. WYO's offices are at Mechanics Hall, the oldest pre-civil war concert hall in the country, and holds numerous concerts and events there each season.

Mission Statement

The mission of WYO is twofold - first, providing youth with an educational and enjoyable musical experience to build the qualities of teamwork, self-discipline and diligence that will benefit them now and as adults. And second, providing accessible live musical performances and cultural enrichment to the greater Worcester community.

Vision Statement

The vision of WYO is making greater Worcester a beacon for music education by providing students of all backgrounds (social, economic, racial, ethnic, national origin and sexual/gender identity) with the highest quality music education. WYO aspires to enrich the cultural life of the greater Worcester community with accessible concerts free from financial obstacles.

Job Description

The Managing Director has two primary responsibilities, concert production & business development.

- Concert Production
 - o Managing the Box Office (using Patron Manager), set up all ticketing/events in concert software, handle all pre-concert sales, day-of sales, answering ticket inquiries and running the box office at concerts.
 - o Concert Promotion: Press releases, setting up Facebook events/utilizing social media, submitting concerts to online calendars, distributing posters/postcards, soliciting news media for stories and features.
 - o Overseeing/coordinating concert volunteers for ushering, raffles and front of house logistics.
 - o Program Book, working with chair to ensure all business ads and sponsorships are properly listed.
 - o Catering arrangements when needed.

- Business Sponsorship & Development
 - o Solicit program ads, concert & season sponsorships from businesses.
 - o Obtain corporate and business endorsements to support WYO's educational programs, such as in kind donations for concert receptions, raffle and auction donations.
 - o Obtain corporate based grant programs and/or foundation grants to support WYO's mission & programming.
- Shared Duties:
 - o Concert and venue planning with the General Manager & Artistic Director,
 - o Reconciling event financials with General Manager, Artistic Director & Bookkeeper.
 - o Actively promote WYO in a variety of mediums throughout the season. Working knowledge of social media: Facebook, Twitter, LinkedIn, Google+, YouTube.
 - o Tracking donations with donor software. (Using Patron Manager).
- Administrative:
 - o Access to e-mail and telephone on a regular basis in order to respond to administrative concerns from school/WYO staff/Board; and parents, and ability to respond in a timely fashion to all inquiries.
 - o Knowledge of Google Docs/Drive required, basic web skills (Weebly and/or Google) is highly desirable.
- Other Responsibilities/Attributes
 - o Attend monthly Board meetings.
 - o Attend and assist with fundraisers, community outreach and engagement.
 - o Ability to work as a member of a team with regard to coordinating performances, rehearsals, projects and events.
 - o Maturity and comfort in dealing with and responding to parental concerns and questions.
 - o Superior organizational skills.

Reports directly to Board of Directors and is supervised by the Artistic/Executive Director on a daily basis.

Qualifications

- Bachelors and/or Associates Degree required, preferably in Business, Accounting or Arts Administration, other areas considered with relevant work experience and references.
- Non-profit experience with fundraising and development strongly preferred.
- Must have the ability to work independently and meet deadlines.
- Connections in the Greater Worcester and Central Massachusetts business community, including chambers of commerce, local newspapers and business associations and clubs.
- Desire to promote youth education and empowerment, and enrich the cultural life of central Massachusetts.

Compensation

Half-Time, 20 hours/week. \$20,000. Salaried, No benefits. Flexible office hours, but Managing Director is expected to be at every WYO performance/event. Contract is for one year, followed by a year end review, with an option to renew.

To Apply

Please submit all applications (cover letter, resume, references and other relevant documents) and all inquiries via email to search@worcesteryouthorchestras.org, attn: Kevin Maguire, Chair, Board of Directors.

Application Deadline: September 28th. Phone Interviews will be conducted the week of October 1st, select candidates will be invited for in person interviews October 9th. Planned start date is early November.

Paper applications will not be accepted. Please no phone calls.