



POSITION OPENING: **Operations Manager**

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 65 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 is comprised of four orchestras, a jazz program, wind ensemble and chamber groups. Each season WYO produces 10-15 concerts welcoming more than 8,000 concertgoers. WYO maintains offices at Mechanics Hall where it produces a number of its concerts, including the popular Annual Family Holiday Concert. In addition, WYO regularly collaborates with other arts organizations and maintains a community outreach program.

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 Summary

The WYO Operations Manager is responsible for ensuring that the scheduling and production of all orchestras' events (concerts, rehearsals, special projects) run smoothly and effectively.

Specific Duties:

- Primary contact and coordinator for rehearsal locations and concert venues.
- Coordinate catering and reception arrangements when needed, liaising with Box Office Manager, General Manager, Artistic Executive Director
- Travel with ensembles on field trips or 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 orchestra concerts and arrive backstage early to check all preparations.
- Arrange stage managers, student work study interns and volunteers for events. Hire assistants when needed.

Shared Duties:

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

Other Responsibilities/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.

Reports to the General Manager.

Qualifications

- Relevant work experience in event or operations/facility management.
- Knowledge of musical instruments/ensembles desirable, but not required.
- Must have 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

Part-time, stipended position, paid monthly. September through May. 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

Please submit all applications (cover letter, resume, references and other relevant documents) and all inquiries via email to search@worcesteryouthorchestras.org, attn: Personnel Committee.

Position is considered open until filled. Position would start immediately if possible.

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

Learn more about the WYO organization at www.worcesteryouthorchestras.org