



JOB TITLE: Operations Director
ORGANIZATION: YOSA (Youth Orchestras of San Antonio)

REPORTS TO: Executive Director
SUPERVISES: Operations staff (Manager, Coordinator, Assistant, and Interns)

JOB SUMMARY: The Operations Director is responsible for scheduling and executing all activities associated with YOSA programs, and that all activities (concerts, rehearsals, tours, special events) are run smoothly, effectively, and in a financially responsible manner. The Operations Director also functions as a liaison between the young musicians and parents and the rest of the organization.

JOB DUTIES AND RESPONSIBILITIES:

Operations Department Management

- Monitor the work of the Operations Manager, Operations Coordinator, Operations Assistant, and any Operations Interns.
- Maintain and implement program policies.
- Review, prepare, and submit Operations Department reports to the Executive Director.
- Liaise with YOSA musicians and parents.
- Liaise with the Music Programs Committee of the Board.
- Liaise with professional musicians and music educators.

Scheduling and Planning

- Prepare the organization's master schedule, maintaining a 12- to 18-month lead.
- Prepare contracts for facility rental, contracted faculty, guest artists, etc.
- Primary contact for YOSA Invitational, coordinating all logistics for multi-day festival performances.

Administrative

- Work closely with Executive Director, Music Director, and other designated staff in long-range planning for the organization; prepare budget projections as needed.
- Preserve appropriate cost controls while maintaining artistic integrity.
- Manage procurement of supplies, licenses, equipment, and services for operational purposes.
- Produce statistical reports relating to program activities and other information as requested by the board and the grant writing staff.
- Become fluent in technologies used by YOSA operations staff, including but not limited to: Constant Contact, SetMore, FormAssembly, PaySimple, Salesforce, Bandcamp, WordPress, and PayPal.

Other

- Assist in coordinating activities of Development, Marketing, and Public Relations departments for special projects involving use of venues, stage crew, and/or orchestra musicians.
- Perform other duties as assigned by the Executive Director.

REQUIREMENTS: The successful candidate shall have a bachelor's degree or equivalent and at least 3 years of orchestra operations related experience with increasing responsibilities. The successful candidate shall have proven experience managing a team. This position requires the following qualities: integrity, a commitment to an extremely high level of customer service, confidentiality, self-starter mentality, the ability to multi-task and prioritize effectively, excellent written, verbal, and interpersonal skills, fanatical attention to detail, ability to interact effectively with diverse constituencies, and skills in budgeting. Some overtime will be expected - evenings / weekends and team lifting of heavy objects. In-

depth knowledge of symphonic music and music education as well as proficiency in Microsoft Office is essential.

COMPENSATION: Salary commensurate with experience. Excellent employee benefits package.

APPLICATION PROCESS:

Please submit ALL of the following materials:

1. Cover letter
2. Resume
3. Salary history
4. List of references

To: Brandon Henson, Executive Director, via email (bhenson@yosa.org)

MISSION STATEMENT:

The mission of Youth Orchestras of San Antonio, the premier orchestral experience for youth citywide, is to enhance education, enrich the community and transform lives by pursuing excellence in classical music in a stimulating, nurturing and fun environment that is equally accessible to all youth.

ORGANIZATION DESCRIPTION:

YOSA is the successor of San Antonio's first community-wide youth orchestra, created by the San Antonio Independent School District in 1949. This season, more than 3,000 young people will benefit from the YOSA experience, representing 169 schools throughout Bexar County and its surrounding communities. YOSA is a resident company at San Antonio's new Tobin Center for the Performing Arts, opened in September 2014, and was the only youth orchestra in America to receive a 2013 ASCAP Award for Adventurous Programming. YOSA has represented San Antonio on 11 international tours, most recently in July 2016 to central Europe, visiting Vienna, Prague, and Budapest. Our program offerings consist of three primary areas, Orchestras, Camp, and School Partnerships.

ORCHESTRAS

YOSA supports nine orchestras that rehearse weekly throughout the school year: YOSA Prelude Strings, YOSA Capriccio Strings, YOSA Sinfonietta Strings, YOSA Repertory Strings, YOSA Concertino Strings, YOSA Flute Choir, YOSA Symphonic Winds, YOSA Symphony, and the YOSA Philharmonic. The YOSA Philharmonic, comprised of the very best young musicians in the San Antonio region, performs professional-level repertoire in premier venues at home and abroad, collaborating regularly with internationally renowned soloists and composers.

CAMP

YOSA offers a two-week Summer Symphony Camp that gives students an opportunity to continue their musical studies, with classes in music theory, composition, conducting and music technology.

SCHOOL PARTNERSHIPS

YOSA MÀS:Music at School, Roosevelt Compact and Edgewood, is an intensive program offering supplementary services in support of transforming school orchestra programs into world-class music education centers. YOSA provides private lessons, sectional coaches, clinicians, teaching assistants, concert tickets, and other resources, as well as tuition assistance for affiliated students to participate in YOSA programs.

New in 2017, the YOSA Invitational is a community resource that invites local middle and high school bands and orchestras to rehearse, perform, and record in San Antonio's premier venue, the Tobin Center for the Performing Arts, at no cost to the school. In May 2017, 16 local school programs will participate in the inaugural YOSA Invitational.