



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

**REPORTS TO:** Operations Director  
**SUPERVISES:** Interns, Volunteers

**JOB SUMMARY:** The Operations Assistant is responsible for general administrative support to the Operations Director and operations staff, ensuring effective production of all youth orchestra events (concerts, rehearsals, special events), including but not limited to maintaining student database, communication to students and families, music distribution, responding to membership inquiries, and assisting with recruitment.

**JOB DUTIES AND RESPONSIBILITIES:**

Rehearsal & Concert Production

- Assist with day-to-day operations related to weekly rehearsals.
- Assist in all YOSA Summer Symphony Camp production activities.
- Ensure best possible physical working conditions for the orchestra(s) in all situations.
- Ensure proper and timely setup/breakdown of percussion instruments, chairs, stands, and music.
- Direct volunteers in setup and breakdown on a weekly basis.
- Provide support to ensemble directors, coaches, and section leaders.
- Create and manage music copies, including extra parts.
- Manage Intern(s) in operation of rehearsals and concerts.

Administrative

- Maintain all student and family data related to YOSA Orchestra and Summer Symphony Camp participation to ensure accuracy.
- Process weekly attendance and enforce any policy violations. Prepare monthly attendance report and submit to Operations Director.
- Generate weekly mass email to students and parents; additional mass email generation as needed.
- Provide updated rosters to Office Coordinator for program books.
- Assist in training and management of Intern(s) and Volunteers.
- Assist in maintaining inventories of property and assets (instruments, equipment) making periodic checks for reports to the Operations Director.
- Assess member policy effectiveness and report findings to Operations Director.
- Provide general administrative support to operations 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.
- Other duties as assigned by Operations Director

**REQUIREMENTS:** The successful candidate shall have a bachelor's degree or equivalent in music education, performance, arts management, or a related field. software (Salesforce.com, Microsoft Access, etc.) is a plus. 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, and the ability to interact effectively with diverse constituencies. 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.