



JOB TITLE: Communications Manager
ORGANIZATION: YOSA (Youth Orchestras of San Antonio)

REPORTS TO: Executive Director
SUPERVISES: Consultants, Vendors, Volunteers

JOB SUMMARY: The Communications Manager is responsible for the management of YOSA's communications, including program services, marketing, and fundraising initiatives. The Communications Manager will work with development and operations staff to create and distribute materials and provide communication support. The Communications Manager will also maintain the organization's social media accounts, website, and publications. The Communications Manager will be responsible for consistency in the organization's messaging, style, and branding.

JOB DUTIES AND RESPONSIBILITIES:

Collaborate across departments to manage creation, distribution, and maintenance of all print and electronic materials, including but not limited to:

- Quarterly newsletters
- Annual report for donors and stakeholders
- Consistent and engaging postings and conversations on social media outlets
- Website
- Program books
- Marketing, development, and solicitation materials
- Operations communications

General

- Answer phones and maintain front message
- Process incoming mail
- Manage incoming check log
- Manage email correspondence
- High level of customer service
- Provide organization-wide e-communications support; manage mass mail database
- Manage and maintain merchandise inventory and processes
- Other duties as assigned by Executive Director

QUALIFICATIONS

Required:

- Bachelor's degree (B.S. or B.A.)
- Ability to translate complex technical concepts into language easily comprehensible to diverse audiences
- Ability to multi-task
- A commitment to an extremely high level of customer service
- Ability to work independently and as part of a dynamic team
- Articulate, polished, and professional demeanor with strong work ethic, initiative, and confidence
- Savvy with Microsoft Office (Word, Excel, PowerPoint, Outlook) as well as online email and website platforms

Preferred:

- College degree in Communications
- Experience and proven success working in member or client services role
- Graphic design skills (especially familiarity with InDesign, Illustrator, and Photoshop)
- Video editing skills (especially in Final Cut Pro)
- Database experience (especially Salesforce.com)
- Knowledge of music and music education a plus
- Copy editing and/or professional writing experience a plus



COMPENSATION: Salary commensurate with experience. Excellent employee benefits package including health and dental insurance and retirement plan.

APPLICATION PROCESS:

Please submit ALL of the following materials:

1. Cover letter
2. Resume
3. Salary history
4. List of references
5. Optional: portfolio (work examples)

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 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 participated in the inaugural YOSA Invitational.