

Job Description

YOUNG ARTISTS ORCHESTRA MANAGER

(7 Weeks, June 23–August 10)

The Young Artists Orchestra (YAO) Manager is responsible for executing program operations for YAO. S/he works closely and frequently with BUTI staff, faculty, and conductors to coordinate all of the administrative and personnel needs for the orchestra program. The successful candidate is self-managing, a strong leader, and capable of working with a variety of individuals and personalities. Previous ensemble management and/or production experience is essential. Night, weekend, and pre-season work is required; this is not a typical “nine to five” job.

Conductor-Related Responsibilities

The Orchestra Manager is responsible for organizing and implementing all rehearsal/sectional/schedule requests by the conductor, providing administrative support to the conductor, organizing rehearsal/performance setup, determining and disseminating conductor expectations to faculty, and being present before and during each orchestra rehearsal.

Faculty/Staff-Related Responsibilities

Provide necessary administrative and scheduling support to the YAO faculty, organize and direct faculty orientation meeting, serve as liaison between faculty and conductor, supervise Orchestra Librarian/Assistant Manager in conjunction with BUTI administration, facilitate and lead weekly YAO meetings, and inform faculty of changes to schedule.

General Administrative/Student-Related Responsibilities

Maintain YAO rosters for all activities, calculate final grades, generate YAO schedule in coordination with BUTI administration, work with and act as liaison to Student Life to enforce all rules and regulations, attend weekly production meetings, organize and maintain YAO bulletin board including daily schedule changes, work with Orchestra Librarian/Assistant Manager to disseminate music, administer faculty evaluations, plan and direct YAO student meetings, determine YAO schedule in coordination with Program Director (large ensemble rehearsals, chamber music program, outside student events, and master classes), work with Stage Crew Manager and Transportation Manager to fulfill YAO needs, take attendance, ensure safety of YAO students, work with Private Lessons Coordinator to fulfill lesson needs.

Compensation includes contracted salary, housing, weekday lunch, and a Tanglewood Lawn Pass for the summer.

Apply online for this and other summer positions at www.bu.edu/cfa/tanglewood/employment. A cover letter outlining your interest and qualifications along with a work resume are required.