



Program Coordinator

The Walla Walla Symphony delights and challenges our community by providing live orchestral performances and opportunities for learning about music.

The Walla Walla Symphony Program Coordinator is a full-time position that coordinates daily program production and operation needs of the organization and oversees the educational programs of the Symphony.

This position reports to the CEO and oversees volunteers.

- Program Management:
 - Walla Walla Symphony Youth Orchestra (WWSYO)
 - Create and distribute audition, rehearsal and concert schedule to students, families and all other appropriate parties
 - Attend all WWSYO rehearsals, concerts and events; maintain attendance record and address any personnel issues
 - Work with conductor on schedule, personnel, music and other logistics
 - Serve as librarian to WWSYO
 - Setup/cleanup operations for all rehearsals and concerts
 - Build a relationship with local music teachers; set up recruitment visits and opportunities as possible
 - WW Symphony Instrument Lending Library
 - Maintain database
 - Facilitate donations and instrument requests
 - Oversee instrument maintenance and care
 - Rock and Roll Camp
 - Manage all program registration, student schedule creation and administrative needs
 - Work with and support camp directors on all camp logistics
 - Onsite management during camp
 - Work with partners (Melody Muffler, Hot Poop, Blazing Guitars, City of WW Parks and Recreation, WW Public Schools) to meet needs of camp
 - Heart Beat
 - Coordinate performances throughout the year in various venues throughout community
 - Look towards expanding program to serve other centers in Walla Walla
 - Link Up (Youth and Family Concert Program)
 - Work with Lead Teacher and Music Coordinator on Professional Development Workshops, concert attendance, materials distribution, t-shirts and other event logistics
 - Create seating charts for Youth Concerts

- Arrange Petting Zoo and food donation/collection for Family Concert
 - Musicians in the Schools
 - Identify and schedule MIS visits and partnerships, matching guest artists with teachers and classrooms
 - Attend visits and document (photos, brief written summaries) as needed
- Concert production
 - Coordinate all volunteers, hospitality, decorations, wine sponsors, and lobby performances (Lobby Musicians)
 - Manage dinners for musicians
 - Assist Patron Relations Coordinator with box office if/as needed
 - Arrange for all rental and equipment needs
 - Set-up/tear-down for all events
 - Recruit volunteers for event support (posters, ushers etc.), oversee volunteers on all projects
 - Clean wine glasses after events
 - Assist CEO, Patron Relations Coordinator and Orchestra Manager as needed
 - Identify and solicit potential wine sponsors for concerts, dinners and special events; arrange for representative from winery to pour as possible/needed
- New programs and initiatives
 - Assist CEO in formation and deployment of Lullaby Workshop and Travelling Petting Zoo
- Admin
 - Share point of contact duties with Patron Relations Coordinator
 - Answer phone, assist walk-up customers, staff box office as needed
 - Maintain office archives: newspaper, programs, ads, posters, photos etc.
 - Help maintain a clean office: empty trash, clean kitchen, organize storage as needed
 - Support CEO on grant writing (program reporting) as needed
 - Other duties as assigned

Qualifications:

The ideal candidate:

- Is highly organized
- Is a self-starter
- Can work independently or as part of team
- Has superb customer service skills and works calmly under pressure
- Is familiar with music (ability to read music/musician a plus)
- Is comfortable using office computer programs and equipment (PC, Microsoft Office, copier etc.)
- Willingness and ability to use and explore new technology and platforms to aid programs
- Is able to lift 40-lbs

Job type: Full time. Some evening and weekends required.

Benefits: Paid vacation time, sick time and 11 paid holidays.

To apply: Please send a Cover Letter, Resume and 3 references to CEO Leah Wilson-Velasco (leah@wvsymphony.org). No phone calls, please.