American Youth Philharmonic Orchestras is seeking an Orchestra Manager to manage all aspects of the American Youth Symphonic Orchestra and the American Youth Concert Orchestra as well as the Junior Chamber Ensemble Program. The Orchestra Manager will work alongside the Director of Finance & Operations, Education & Outreach Manager, and Music Librarian, contributing to the success and growth of the organization’s orchestral and ensemble programs.

**ORCHESTRA MANAGEMENT (Concert Orchestra and Symphonic Orchestra)**

- Communicate weekly with musicians and parents
- Prepare for AYCO & AYSO concerts - coordinate with venue management and production staff (stage plots, percussion and facility needs), manage music distribution, assemble and design concert programs, and secure any auxiliary instrumentation needs
- Manage AYCO & AYSO production staff
- Prepare for AYCO & AYSO rehearsals - ensure proper rehearsal spaces and set-up needs for sectionals and full rehearsals on a weekly basis
- Manage AYCO & AYSO volunteers
- Manage Music Librarian on music needs for AYCO & AYSO and upcoming concert cycle (buying, renting, scanning, printing, and returning of music)
- Coordinate AYCO & AYSO symphonic percussion, harp, and piano for rehearsals & concerts
- Communicate with AYCO & AYSO conductors and artistic staff
- Coordinate seating audition process during concert cycles with conductors
- Hire sectional coaches for AYCO & AYSO
- Schedule volunteer outreach events for AYCO & AYSO

**ENSEMBLE MANAGEMENT (Junior Chamber Ensemble Program)**

- Communicate weekly with musicians and parents
- Prepare for Junior Chamber Ensemble rehearsals – ensure proper rehearsal spaces and additional needs are available for rehearsal on a weekly or monthly basis
- Communicate with Jr. Chamber Ensemble directors
- Prepare for Jr. Chamber Ensemble showcases (liaise with venue management, assemble and design concert programs, and serve as stage manager)
- Schedule volunteer outreach events for the Junior Chamber Ensemble
- Assist with music copying as needed
FRONT OF HOUSE MANAGEMENT
• Assemble front of house volunteers for AYCO & AYSO concerts
• Provide help and feedback to volunteers and greet patrons for AYDO/AYSE concerts & AYP concerts annually
• Share orchestra and ensemble concert duties with the Director of Finance & Operations, Education & Outreach Manager, and Music Librarian

CONCERTO COMPETITION (in coordination with Director of Finance & Operations)
• Plan, create, and implement all marketing strategies and campaigns for the annual Concerto Competition
• Assemble and create all forms for the registration/application process and monitor applications
• Liaise with venue for Concerto Competition final round performances
• Confirm judges for the preliminary and final rounds
• Communicate with all parents and applicants
• Oversee the competition on-site during the final round performances

AUDITIONS (in coordination with the administrative team)
• Plan, create, and implement all marketing strategies and campaigns for annual auditions
• Assemble and create all materials for the registration/application process and monitor applications
• Oversee the auditions portal on the website and make changes accordingly
• Secure venue for live auditions – AYCO only
• Confirm judges for auditions under Orchestra Manager orchestral and ensemble purview
• Communicate with all parents and applicants & monitor the auditions email daily
• Oversee the online audition management during the auditions time-period
• Assist with additional in-person auditions as needed

SEASON PLANNING (in coordination with the administrative team)
• Review the calendar year and plan concert and event dates for the following season

SOCIAL MEDIA & MARKETING (in coordination with the administrative team)
• Design all AYPO marketing for concerts, events, and announcements in the form of Facebook and Instagram posts and stories
• Interact with comments and responses to social media posts and stories
• Post “Recent News” announcements to the AYPO website
• Create written content for the monthly newsletter, website, and promotional opportunities
QUALIFICATIONS & EXPERIENCE
The ideal candidate has:

- A bachelor’s degree with measurable experience in arts administration/management or the performing arts; master’s degree preferred
- Excellent verbal communication skills and proficient writing/editing skills to compose and edit public correspondence
- The ability to manage multiple priorities
- Passion for music education and youth programs
- Experience with Mac OS, Google Suite, and Microsoft Office, (Adobe Suite preferred) and the ability to learn new software quickly
- The ability to lift 50 lbs.
- The ability to work Monday evenings and weekends from September through May

FULL-TIME EMPLOYEE BENEFITS
- Excellent health insurance (medical, dental, and vision)
- Generous paid leave (sick and personal)
- Free parking and monthly mileage reimbursement

HOW TO APPLY
Send a cover letter, resume, and list of three references to employment@aypo.org by no later than the end of business on Wednesday, July 5, 2023. Start date in early August 2023.

*This position will normally require in-person office hours Monday, Wednesday, and Friday 9am-5pm, remote work is possible on Tuesday and Thursday, in addition to some evening and weekend hours at rehearsals and concerts in the Northern Virginia area. Must be regularly available on Monday evenings from 5PM-10PM September through May.

The American Youth Philharmonic Orchestras is an Equal Opportunity Employer. This position is subject to a pre-employment background check. Background check information will be used in a confidential, non-discriminatory manner consistent with state and federal law.