About the Memphis Youth Symphony Program (MYSP): The MYSP was established in 1966 and is proud to have served Mid-south students and families for over 55 years. The mission of the Memphis Youth Symphony Program is to celebrate musical development in a fun, inclusive, and collaborative community. This past season (2021-2022), the MYSP engaged 200 students from Arkansas, Mississippi, and Tennessee from a wide variety of economic and cultural backgrounds. MYSP programming includes:

- 4 string ensembles, 1 full orchestra, two wind ensembles, chamber music opportunities
- Scholarships so that no student is turned away for financial reasons
- Sectional coaching with members of the Memphis Symphony Orchestra and other professional musicians
- 5 performances annually

For more information, please see our website: myspmusic.org

Operations Assistant

Position Description, Job Duties, & Responsibilities:
MYSP seeks a dynamic and creative candidate with a passion for, and commitment to providing equitable musical opportunities for all youth in the Memphis metropolitan area. The Operations Assistant will work directly with and report to the Executive Director. Specific duties include:

- Oversee music library and music library duties for all large and chamber ensembles
- Manage student, parent, board, and community volunteers (communication and scheduling)
- Work rehearsals, concerts, events, when available
- Categorize Quickbooks transactions
- Other administrative duties as assigned (i.e. paying monthly bills, creating concert programs, etc.)

Skills:
- Must read music
- Ability to multi-task
- Self-motivated
- Ability to work well independently and collaboratively
- Attention to detail
- Must be both organized and flexible
- Creative problem-solving
- Willingness to learn
- Committed to and passionate about creating an organizational environment that prioritizes diversity, equity, and inclusion

Qualifications:
Music degree preferred, but not required. An appreciation for the arts and arts education is a plus. Non-profit and/or administrative experience preferred, but not required.

Compensation:
$22/hour; 20-hours/week; flexible hours

Apply:
Provide a letter of application and current resumé, including at least 3 references, to:
Brittany Cooper-d’Orsay, Executive Director
Memphis Youth Symphony Program
executivedirector@myspmusic.org

Review of applications will begin on July 1. The ideal candidate will begin August 1. The finalist will have to complete a background check and will be required to sign our child protection policy prior to the start of the contract term. The MYSP is an equal opportunity employer.