CHARLOTTE SYMPHONY
CHRISTOPHER WARREN-GREEN
music director

YOUTH ORCHESTRA PROGRAMS MANAGER

REPORTS TO: Director of Youth Orchestra Programs
STATUS: Full-time
START DATE: TBD

ABOUT THE CHARLOTTE SYMPHONY:
Led by internationally renowned Music Director Christopher Warren-Green, the Charlotte Symphony is the largest performing arts organization in the region, supporting 58 full-time musicians in a 37-week season. Core programming includes concerts in our Classical, Pops, and Family series.

As part of our commitment to serve the entire region, the CSO performs everywhere from parks and schools to breweries and senior care centers. We passionately believe that music, accessible to all and experienced in many forms, unifies and enriches our entire community. We are deeply committed to our focus on diversity, equity and inclusion, and look to every aspect of the organization, from our mainstage concerts to our community and education work, to reflect this commitment.

We actively nurture the next generation of musicians and music lovers through our youth education programs. We support two signature programs for young people. Project Harmony, in partnership with Arts+, is a music and leadership program aimed at expanding the vision of what's possible in the lives of area youth, serving nearly 200 children in East, West and Southwest Charlotte. The Charlotte Symphony Youth Orchestras offers extraordinary music education in pursuit of musical excellence. Our Youth Orchestras are inclusive, diverse and accessible to all students, regardless of financial resources.

We are fully focused on equality and believe deeply in diversity of race, gender, sexual orientation, religion, ethnicity, national origin and all the other fascinating characteristics that make us different.

SUMMARY DESCRIPTION:
Under guidance from the Director of Youth Orchestra Programs, oversees the day-to-day operations of the Charlotte Symphony's Youth Orchestras and supports the Project Harmony Team to develop youth orchestras in alignment with the Charlotte Symphony's commitment to community engagement.

DUTIES AND RESPONSIBILITIES:
Oversight:

- Manages program sites, concerts and rehearsals. Need to attend all events
- Day-to-day management of the Youth Orchestra including attendance, set-up and breakdown of chairs/stands/ percussion equipment and provide music at all sessions and acting as main point of contact for musicians
- Work with Director of Youth Orchestra Programs, Project Harmony Team and Education and Community Engagement Team to ensure both groups are highly represented locally and nationally
- Creates orchestral schedules for all work in liaison with the Director of Youth Orchestra Programs and the CSYO conductors
- Manages orchestral auditions in discussion with Director of Youth Orchestra Programs and CSYO conductors
- Ensures all program sites are operating according to established safety, operational, and behavioral protocols
- Manages student engagement and development; oversees attendance, surveys and student records
- Oversees recruitment of volunteers to ensure both programs are sufficiently staffed

- Assists Director of Youth Orchestra Programs building a parent engagement
- Support Project Harmony manager, site coordinators and CSO teaching staff
- Oversees Youth Orchestra Programs music library
- Manages all contracts and invoices

Program Administration:

- Manages program promotion and documentation
- Manages student administration, recruitment, and enrollment processes; prepares materials and implements plans
- Manages development and management of yearly program budgets; purchase supplies and music for programs
- Manages calendars and develops program schedules
- Assists with the inventory, upkeep, and organization of instruments at program sites and storage unit
- Assists Director of Youth Orchestra Programs with plans for growth in both groups
- Manages El Sistema USA account and any social media accounts affiliated with both groups
- Assists in the collection, analysis, and summarization of assessment and evaluation data with an evaluator
- Organizes and produces concerts and events in collaboration with staff and partners; coordinate and attend student functions
- Manages general bookkeeping: track receipts and expenses, deposit monies collected, submit biweekly payroll

Other:

- Attends meetings and professional development sessions as assigned
- Other duties as assigned

POSITION REQUIREMENTS:

- Strong organizational skills
- Time management skills
- Strong attention to details and ability to juggle many projects and details at once
- Strong writing skills
- Creating and keeping deadlines
- Ability to work independently
- Strong knowledge of social media platform
- Commitment to El Sistema's philosophy of social change through music
- Good judgement skills
- Experience leading groups of children; ability to effectively supervise groups
- Ability to work nights/weekends for program events as needed
- Excellent interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community; experience working in underserved communities
- Ability to stay calm under pressure and handle unexpected situations effectively
- Experience working in youth development programs and/or education

DESIRABLE:

- Management experience
- Thorough knowledge of music pedagogies, instruments, and beginning repertoire
- Experience in El Sistema-inspired programs
- Fluency in Spanish

Please submit a resume and cover letter to Aram Kim Bryan, Director of Youth Orchestra and Programs, Charlotte Symphony, if interested in applying for the Youth Orchestra Programs Manager position: abryan@charlottesymphony.org. Applications may be reviewed on a rolling basis.