



Position: **Pacific Symphony Youth Ensembles Coordinator**

Employment Type: Full-time, hourly/non-exempt position

Department: Artistic & Orchestra Operations

Salary Range: \$20-\$22 per hour

Reports To: Managing Director of Pacific Symphony Youth Ensembles

Position Summary:

The primary role of the Pacific Symphony Youth Ensembles Coordinator is to organize and coordinate the annual auditions processes, to help advance audience attendance through community networking and alumni engagement, and to support the daily operations, weekly rehearsals, and seasonal concert performances plus special events of the Pacific Symphony Youth Ensembles program (Youth Orchestra, Youth Wind Ensemble, Santiago Strings, Youth Concert Band), under the guidance of the Managing Director of Pacific Symphony Youth Ensembles.

Duties & Major Functions:

Annual auditions coordination (under the guidance of the Managing Director):

- Preparation of audition materials, application information and documentation.
- Good working knowledge of the Accepted digital audition platform.
- Coordinating adjudicator hiring and scheduling.
- Tracking and communicating audition results.

Audience & Alumni Engagement, Administrative Support:

- Support audience building partnerships with regional school districts, including bus transport coordination, as directed.
- Support PSYE audience attendance initiatives in partnership with Pacific Symphony's Heartstrings program constituency.
- Maintain a PSYE Alumni database; support alumni engagement initiatives.
- Support PSYE board meeting needs and processes.
- Assist the PSYE management team with domestic and international tour meetings and preparation.
- Assist the PSYE Managing Director with occasional research projects.

Rehearsal and Concert Operations:

- Support the PSYE management team during rehearsals, concerts, and special events; occasionally stepping in for managers to cover ensemble rehearsals, as needed; coordinate percussion needs for rehearsals, concerts, and retreats.
- Support the PSYE management team with organizing annual weekend retreats and tours, as needed.
- Support the PSYE management team with score and part collection, scanning and distribution.
- Support the PSYE management team with addressing the needs of students, parents, volunteers and professional musicians at rehearsals and events, as directed.



Program Books & Social Media Support:

- Provide social media monitoring and support as needed.
- Process/upload concert archival recordings and/or video, as needed.
- Assist Managing Director with gathering, organizing and proofing program book materials.

Working Hours

The Pacific Symphony Youth Ensembles Coordinator will work an average of 40-hours per week, with occasional additional hours on concert dates, on retreat weekends, and during the annual audition application, adjudication, and deliberations in May/June. Weekly hours will often be divided as follows:

- 0-7 hours on Sundays, for weekly rehearsals at UC Irvine (12:00pm-7:00pm), when needed.
- 33-40 hours during the regular work week.
- NOTE: There is flexibility with the weekly schedules, especially during concert & retreat weeks.

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Desired Qualifications:

- Must be impeccably organized, self-motivated, and able to prioritize multiple projects with strong attention to detail.
- Must possess the ability to be composed and maintain a professional demeanor at all times.
- A degree in music studies is preferred, but a combination of education and experience will be considered.
- Must possess excellent communication skills, both written and verbal, plus strong problem-solving skills when working with parents, students, teachers, professional personnel, and production colleagues.
- Must possess solid social media skills and technical facility.
- Must maintain professional integrity when working with confidential information.
- Must be a team player who is able to be resourceful and flexible in fluid circumstances.
- Must possess a strong working knowledge of orchestral instruments, including percussion.
- Must be conversant with musical parts and score reading.
- Must be proficient with Microsoft Office software including Outlook, Word, Excel, Publisher.
- Experience using Constant Contact and Google Docs preferred.
- Must have a valid driver's license and regular access to a vehicle.
- Must be at least 21 years of age.
- Must have the ability to lift 25 pounds (may be asked to do this during non-office activities, e.g., rehearsal and concert production).



Compensation:

Pacific Symphony offers a comprehensive compensation and benefits package including a 401(k) retirement plan, paid vacation and paid holidays, as well as sick leave and personal days off. It provides a wide selection of health benefit options including medical, dental, vision, life and long-term disability insurance, as well as flexible spending accounts, an employee assistance program and complimentary tickets.

To Apply:

- Email your resume, cover letter and salary requirements to **Shawne Zarubica, Managing Director of Pacific Symphony Youth Ensembles (she/her): SZarubica@PacificSymphony.org**
- Please begin your subject line with the words "Pacific Symphony Youth Ensembles Coordinator"
- No phone calls please

For more about Pacific Symphony and PSYE, please visit:

<https://www.pacificsymphony.org/psye.php>

About the PSYE program:

Pacific Symphony Youth Ensembles (PSYE) is one of the largest pre-professional musical training programs in the nation, nurturing, and inspiring young musicians in grades 6 through 12. PSYE provides members with high-caliber and innovative artistic experiences, fostering musical development, personal growth, and lifelong learning through the art of classical performance.

The program is comprised of four performing ensembles (Pacific Symphony Youth Orchestra, Pacific Symphony Youth Wind Ensemble, Pacific Symphony Santiago Strings and Pacific Symphony Youth Concert Band), all of which are united by the artistic vision of Pacific Symphony Music Director Carl St.Clair. Each ensemble focuses on advancing student musicianship in a nurturing environment through professional repertoire and unique performance experiences. Students enjoy clinics with Music Director St.Clair, coaching sessions with Pacific Symphony professional musicians, and interactions with world-renowned guest artists such as Yo-Yo Ma, Cho-Liang Lin, Narong Prangcharoen, Derrick Skye, Glen Dicterow, Frank Ticheli, Alex Shapiro, and many more.

The 300+ students who participate in these four ensembles also represent over 75 school music programs in and beyond the Orange County and SoCal region. Musician membership in PSYE is determined by an annual audition process held in May/June of each year. The current season attracted more than 640 candidates to the program.

Pacific Symphony Youth Ensembles perform primarily in the world-renowned Renée and Henry Segerstrom Concert Hall at the Segerstrom Center for the Arts, and also perform in venues across Orange County such as the Soka Performing Arts Center, Concordia University, UC Irvine, and the Newport Beach Public Library. Through special underwriting support, PSYE performances are free of charge and open to the entire community.

In addition to each ensemble's regular weekly rehearsals at UC Irvine, students enjoy a variety of interactions with Pacific Symphony musicians including sectional coaching, master classes and side-by-side performances. Each ensemble enjoys an annual weekend retreat where musicianship



and camaraderie are cultivated in a unique weekend experience of intensive rehearsals, bonding activities, and artistic development, all of which help to develop social skills and promote teamwork within the ensemble.

The Pacific Symphony Youth Ensembles program is part of Pacific Symphony's Artistic & Orchestra Operations team, and more program information can be found at

<https://www.pacificsymphony.org/psye.php>.

ORGANIZATIONAL BACKGROUND:

The Pacific Symphony is the largest orchestra formed in the U.S. in the last 50 years and is recognized as an outstanding ensemble making strides on both the national and international scene. Our mission is to inspire, engage, and serve Orange County and the region through exceptional music performances, education, and community programming.

Founded in 1978, Pacific Symphony enriches the human spirit through superior performances of classical and symphonic music. Pacific Symphony is located in Orange County; California's second most populous county, boasting a rich arts tradition strongly supported by an engaged public. The region is a tourism magnet, home of Disneyland, and a major financial and business hub.

Pacific Symphony is a highly dynamic and innovative organization, led artistically by Music Director Carl St.Clair and operationally by President John Forsythe. The Symphony has been designated as a Tier One orchestra by the League of American Orchestras, joining the ranks prestigious orchestra such as the LA Philharmonic, Chicago Symphony, and New York Philharmonic.

Pacific Symphony presents more than 100 concerts annually and serves 250,000 community members. The Symphony is nationally and internationally recognized for performance excellence, strong community engagement through education and other programming and for commissioned new works by contemporary composers. Pacific Symphony twice received prestigious ASCAP Awards for Adventuresome Programming and was showcased in the League of American Orchestras' nationally released publication entitled *Fearless Journeys*. Pacific Symphony's Class Act elementary school education program has been honored by the National Endowment for the Arts and the League of American Orchestras for its exemplary orchestra education.

Resident for much of the year at the renowned Renée and Henry Segerstrom Concert Hall, the Symphony also presents a summer outdoor series at Five Point Amphitheatre. Pacific Symphony is commencing on a music director search to succeed Carl St.Clair who has recently celebrated 35 years as music director and will eventually hold the title of Music Director Laureate when a new music director is appointed. The Symphony also announced the appointment of Enrico Lopez-Yañez as Principal Pops Conductor commencing in the 2023-24 season.

Pacific Symphony values diversity in its workforce and is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, class, religion, country of origin, political beliefs, (dis)ability, age, sex, gender identity, sexual orientation, protected veteran status, or any factor protected by law.