

## **Kalamazoo Junior Symphony Orchestras Operations Assistant Job Description**

**KJSO Mission:** Through the power of music, we instill excellence in youth and enrich our community.

The Kalamazoo Junior Symphony Orchestra is one of the oldest youth orchestra organizations in the United States, and comprises a namesake full symphony orchestra, as well as several tiers of younger preparatory ensembles. We are seeking a self-directed, enthusiastic, collaborative, detail-oriented, and flexible Operations Assistant.

Please visit our website to learn more about the KJSO and what we do: [www.kjsso.org](http://www.kjsso.org)

### **Summary of Position:**

The Operations Assistant is responsible for executing and/or overseeing the execution of all physical and logistical tasks during in-person activities for the KJSO. The Operations Assistant will receive thorough guidance and documentation for all tasks from the KJSO Operations Director.

### **Duties:**

- Logistic
  - In coordination with the student stage crew, student intern, and volunteers, lead the physical setup of KJSO rehearsals, dress rehearsals, and concerts; and Prep Strings/Winds dress rehearsals and concerts
  - Lead the physical setup of annual KJSO activities, including auditions, Concerto Competition, and pre-season camps; in coordination with the student intern and volunteers
  - Supervise the use of KJSO instruments during in-person events. Periodically assist with transport/shipment of instruments for repair
  - Accompany the KJSO on international tours when they occur
- Librarian
  - Assist with library and database management
  - Assist with sheet music preparation
- Technical
  - Periodically record KJSO rehearsals using a field recording device
  - Provide support for audio/visual and web projects as requested
- Chamber Ensemble Coordinator
  - Lead the set-up of chamber ensemble rehearsals and concerts.
- Retention and Recruitment
  - Engage with students and families in an inclusive and professional manner

- Administration and Member Accounts
- Assist with collection of forms and presale ticket revenue
- Assist with maintaining the KJSO office

### **Qualifications:**

- Bachelor's Degree (preferred), current college students may also apply
- Knowledge of and/or experience working in classical, ideally orchestral, music
- Experience working with students aged 8-18 (preferred)
- Familiarity with Office, Google Suite, QuickBooks, basic website management
- Self-directed, enthusiastic, collaborative, detail-oriented, and flexible
- Ability to commute to various locations throughout Portage and Kalamazoo
- Ability to handle the physical demands of backstage operations (moving equipment, lifting, etc.)
- Must pass background check

### **Compensation and Schedule:**

- Part-time
- \$20 per hour
- Average of 8 hours per week
- Required availability: Sundays between 11am-5pm, during the school year (August-June)

### **To Apply**

Please email your cover letter and resume to both [dcrider@kjsso.org](mailto:dcrider@kjsso.org) and [jtpeterson55@comcast.net](mailto:jtpeterson55@comcast.net) with the subject "Operations Assistant Application." Apply by August 5, 2022 for best consideration.