



Kalamazoo Junior Symphony Orchestras

714 S. Westnedge Ave., Kalamazoo, MI 49007

June 1, 2023

Administrative Coordinator Job Posting

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

Founded in 1939, the Kalamazoo Junior Symphony Orchestras 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. With musicians drawn from Kalamazoo and its nine surrounding counties, the KJSO has performed hundreds of concerts throughout the world and has made a profound impact on generations of musicians, many of whom can be found performing in professional orchestras across the country today. For more information, please visit kjsso.org.

Diversity, Equity, and Inclusion

The KJSOs are committed to creating a diverse and inclusive workplace that celebrates and respects the differences of all individuals. We strongly encourage individuals from underrepresented groups to apply for our job opportunities. Successful applicants will demonstrate a strong commitment to working with students, families, volunteers, board members, and staff from diverse social, cultural, and economic backgrounds.

Summary of Position:

We are seeking an enthusiastic, collaborative, and detail-oriented Administrative Coordinator who can help us develop and sustain effective and efficient workplace systems that will ensure the future success of the KJSOs. Successful candidates will possess strong communication and computer skills, and be committed to the organization's mission, vision, and values. The Administrative Coordinator will report directly to the Executive Director, support the work of the Artistic staff, and collaborate with the Operations Coordinator.

Requirements:

- A Bachelor's degree, or equivalent professional experience
- A knowledge of and passion for music, particularly orchestral
- Ability to lift, carry and move up to 50 lbs.
- A valid driver's license
- Must successfully complete a background check

Responsibilities:

The Administrative Coordinator will be directly responsible for the following:

- Concert ticket sales
- Box office and will-call administration
- Registration forms and fees for all members and all activities
- Concert reception planning and implementation
- Preparing sheet music for all KJSO ensembles and managing the KJSOs' orchestral library database (or coordinate this work with an outside librarian, depending on the candidate's skill set).

As part of a team (including the Executive Director, Artistic staff, Operations Coordinator) the Administrative Coordinator will collaborate on the following:

- Communicating with, and marketing to, stakeholders on a regular basis via telephone, email, and social media regarding all aspects of the organization, including: recruitment, ensemble activities, and fundraising
- Member attendance records
- Overseeing the student stage crew, student intern, and volunteers
- Maintaining the kjso.org website and other KJSO web accounts (e.g., Google, donation/ticketing software, Facebook, Instagram, YouTube)
- Coordinating chamber ensemble rehearsals and outreach concerts
- Planning for regional day trips and periodic international tours
- Managing donor accounts using the KJSOs' database
- Assisting with the preparation of grant applications
- Supporting the work of the Orchestra Librarian during peak times
- Maintaining the KJSO office in "old" Central High School

Compensation and Schedule:

- \$20 per hour
- Part-time, year-round, and ongoing at an average of 12 hours per week
- The Administrative Coordinator's schedule will be self-determined based on the following requirements:
 - The majority of the hours will be spent in-person at the KJSO office, M-F between the hours of 10am-5pm.
 - Remote work will be possible for some projects.
 - Annual events: (A schedule for these will be published each summer for the following school year.)
 - Five Sundays per year will be required (each main-stage concert).
 - In addition, the Administrative Coordinator will be asked to help staff other special events throughout the season. Participation at these events will be optional, based on availability.

To Apply:

Send a cover letter and resume to dcrider@kjso.org with the subject line "Admin Coordinator, KJSO" Materials due by July 1, 2023, for initial consideration. The KJSOs intend to fill this position by August 15, 2023.