Pacific Symphony Youth Ensembles Auditions & Operations Coordinator

Position Summary
The primary role of the Pacific Symphony Youth Ensembles Auditions & Operations Coordinator is to organize and coordinate the annual auditions processes, and to support the daily operations, weekly rehearsals, and seasonal performances and 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, and the PSYE administrative team. **This is a part-time, hourly/non-exempt position.**

Duties & Major Functions

**Annual auditions coordination (under the guidance of the Managing Director):**
- Gathering and digitizing of all audition excerpts (late fall, PSYE music director selections)
- Preparation of audition application information and documentation
- Strong working knowledge of, and preparation within, the Acceptd digital audition platform
- Monitoring of all email audition inquiries, responding as needed
- Hiring of Pacific Symphony audition adjudicators as needed, within CBA guidelines
- Scheduling of adjudication intervals and deliberation sessions (May/June)
- Guiding deliberation sessions as needed and tracking adjudicator decisions
- Preparing registration packets for accepted musicians
- Emailing audition results to all applicants in coordination with ensemble managers
- Gathering all online application notes for internals database records
- Final tracking of all acceptances for the seasonal Master Contact excel document

**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
- Support the PSYE management team with prepping and launching annual weekend retreats, run-out concerts, and tours, as needed.
- Support the PSYE management team with score and part collection, scanning and distribution, as needed.
- Support the PSYE management team with addressing the needs of students, parents, volunteers and professional musicians at rehearsals and events, as directed.

**Social Media Support:**
- Provide social media monitoring and support as needed
- Process/upload concert archival recordings and/or video, as needed

**Administrative:**
- Take meeting minutes at quarterly PSYE board meeting.
- Assist with records management projects, as needed.
- Support the ensemble managers with tracking, scanning, copying, and distributing music for rehearsal and concert use, as needed.
- Assist the PSYE management team with domestic and international tour meetings and preparation, as needed.
• Assist PSYE management team with the annual PSYO concerto auditions and Concerto Winners’ recital, Young Composer Project, and Play-a-Thon, as needed.
• Assist in maintaining and organizing department records and supplies, as needed.
• Assist the PSYE Managing Director with occasional organizational research projects.

Working Hours
The PSYE Coordinator will work an average of 20-hours per week, with occasional additional hours on concert dates and during the annual audition application, adjudication, and deliberations in May/June. Weekly hours will usually be divided as follows:

• 7 hours on Sundays, for weekly rehearsals at UC Irvine (12:00pm–7:00pm), as needed
• 13 hours during the regular work week
• NOTE: There is some flexibility with the weekly schedules

Desired Qualifications
• Must be impeccably organized, self-motivated, and able to prioritize multiple projects with strong attention to detail.
• Must possess the ability to stay calm 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 standard classical repertoire.
• 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).

Reports to: Managing Director, Pacific Symphony Youth Ensembles
Employment Type: Part-time, hourly/non-exempt
Benefits: Paid holidays, accrued sick leave and vacation time, 401K eligibility
Pay Rate: $20 per hour starting rate
Application Deadline: Open until the position is filled.

To apply, please email your resume and cover letter to Shawne Zarubica, Managing Director of Pacific Symphony Youth Ensembles (she/her): SZarubica@PacificSymphony.org

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 belief, (dis)ability, age, gender identity, sexual orientation, protected veteran status, or any factor protected by law.

For more about Pacific Symphony and PSYE, please visit: https://www.pacificsymphony.org/education/ps_youth_ensembles
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](https://www.pacificsymphony.org/psye.php).

**Pacific Symphony Youth Orchestra**

Founded in 1993, Pacific Symphony Youth Orchestra (PSYO) is a prestigious pre-professional youth orchestra that has been recognized as one of the most outstanding youth orchestras in the nation. Led by Pacific Symphony Associate Conductor Dr. Jacob Sustaita, PSYO focuses on mastery of the pillars of professional orchestral repertoire while creating a stimulating educational experience that helps to broaden the artistic horizons of each participant.

PSYO cultivates the talents of orchestra musicians in grades 9 through 12 through a variety of advanced artistic experiences and performance opportunities, including a three-concert series at the Renée and Henry Segerstrom Concert Hall at Segerstrom Center for the Arts. PSYO also enjoys an annual side-by-side performance with the professional musicians of Pacific Symphony, where students rehearse and perform in concert with their professional counterparts as part of Pacific Symphony’s Family Musical Mornings.

Each season, PSYO students enjoy a special rehearsal with Pacific Symphony Music Director Carl St.Clair, regular sectional coaching sessions with Pacific Symphony musicians and an annual concerto audition that allows the winner(s) to perform as soloist(s) during the PSYO season finale concert. As a culmination of the 2022-23 season, PSYO embarked on a 10-day international tour to Austria and the Czech Republic and participated in the Summa Cum Laude International Youth Music Festival in Vienna in addition to a concert appearance in Smetana Hall in Prague.

**Pacific Symphony Youth Wind Ensemble**

Established in 2007, Pacific Symphony Youth Wind Ensemble (PSYWE) began under the direction of Michael J. Corrigan, the well-known music educator and recipient of the “Band Educator of the Year” award from the California Music Educators Association, with support from Larry Woody and the Woody Youth Fund. In 2009, Joshua Roach, of USC's Thornton School of Music was appointed music director. Under Roach's enthusiastic direction, and the
artistic advisement of Pacific Symphony’s music director, Carl St.Clair, PSYWE quickly became the premiere Youth Wind Ensemble in the Orange County region. 2014-15 marked the inaugural season of current PSYWE Music Director, Dr. Gregory X. Whitmore. Under Dr. Whitmore’s visionary guidance, PSYWE has undertaken commissions and world premieres of new works and continues to explore new and exciting music initiatives.

In 2016-17, PSYWE celebrated its 10th anniversary season, culminating in a tour to Salzburg and to the Summa Cum Laude International Youth Music Festival in Vienna, Austria, where PSYWE took first prize in its category, with performances in the Golden Hall of the Musikverein, the Muth Concert Hall, and Vienna’s legendary Konzerthaus.

Each season, PSYWE students enjoy special rehearsal time with Pacific Symphony Music Director Carl St.Clair, regular sectional coaching sessions with Pacific Symphony musicians and an annual weekend retreat. Representing 30 schools in the SoCal region, PSYWE offers performance opportunities to instrumentalists in grades 9-12 and is one of four youth orchestras in the Pacific Symphony Youth Ensembles program.

**Pacific Symphony Santiago Strings**
Sponsored by The Orange County Chapter of the Suzuki Music Association of California/Los Angeles Branch, Pacific Symphony Santiago Strings was founded by Lonie Bosserman and Margie Chan in 1991 and was known as the Santiago Strings Youth Orchestra before joining the Pacific Symphony family in 2007. **Led by Music Director TKTK**, PSSS also benefits from the artistic guidance of Pacific Symphony Music Director Carl St.Clair.

Representing 38-plus schools in the SoCal region, PSSS provides an experience that nurtures the confidence, poise, and musical sensitivity of young musicians through the study and performance of outstanding string orchestra literature. PSSS serves instrumentalists in grades 6 through 9 and is one of four Youth Ensembles programs offered by Pacific Symphony. Each season students enjoy an interaction with Maestro Carl St.Clair, as well as interactions with guest artists and professional musicians of Pacific Symphony. Students also engage in an annual weekend retreat and are offered free and discounted tickets to Pacific Symphony performances throughout the season.

Each season PSSS presents a two-concert series in addition to participating in the Orange County Suzuki Festival. Performances are generally held at the Renée and Henry Segerstrom Concert Hall at the Segerstrom Center for the Arts.

In its 25th anniversary year, PSSS was invited to participate in the National Orchestra Festival in Tampa, Florida as part of the American String Teachers Association (ASTA) annual conference, and as a culmination of the 2017-18 Season, PSSS embarked on a seven-day international workshop and performance tour to Costa Rica, where students visited and performed in the cities of San Jose, San Ramon, and Cartago.

**Pacific Symphony Youth Concert Band**
Founded in 2022 through the generous support of Hans & Valerie Imhof and John & Elizabeth Stahr, Pacific Symphony Youth Concert Band (PSYCB), is our newest addition to the PSYE family of ensembles and will enjoy their inaugural season in 2022-23. PSYCB is led by renowned music educator and conductor Angela Woo, and benefits from the artistic guidance of Pacific Symphony Music Director Carl St.Clair.

Representing middle schools throughout the SoCal region, PSYCB provides an experience that nurtures the confidence, poise, and musical sensitivity of young musicians through the study and performance of outstanding concert band literature. PSYCB serves instrumentalists in grades 6 through 9 and is one of four Youth Ensemble programs offered by Pacific Symphony.

Each season, students enjoy an interaction with Maestro Carl St.Clair, as well as interactions with guest artists and professional musicians of Pacific Symphony. Students also engage in an annual weekend retreat and are offered free and discounted tickets to Pacific Symphony performances throughout the concert season.

PSYCB presents a two-concert series each season at Renée and Henry Segerstrom Concert Hall at the Segerstrom Center for the Arts. Rehearsals for PSYCB take place on Sundays from 5-7 p.m. at the University of California, Irvine. The ensemble season begins in August and ends in May of each year.