



Pacific Symphony Youth Wind Ensemble & Youth Concert Band Manager

The primary role of the Pacific Symphony Youth Wind Ensemble (PSYWE) & Youth Concert Band (PSYCB) manager is to supervise and maintain the daily operations, weekly rehearsals, seasonal performances/special events of PSYWE and PSYCB, plus intermittent tours, in collaboration with the PSYWE and PSYCB Music Directors, the Managing Director of Pacific Symphony Youth Ensembles, and the PSYE administrative team. **This is a full-time, hourly/non-exempt position.**

Duties & Major Functions

Rehearsal and Concert Production responsibilities:

- Attend weekly ensemble rehearsals at UCI, overseeing the setup, fulfilling music parts & score needs, answering student/parent questions, and assisting the ensemble music director/conductor as needed.
- Collaborate with PSYE management colleagues in arranging logistical needs for each rehearsal.
- Coordinate with PSYE management colleagues and Pacific Symphony Operations colleagues in arranging logistical needs for each concert at Renée and Henry Segerstrom Concert Hall.
- Plan, implement, and supervise annual weekend retreats at Irvine Ranch Outdoor Education Center.
- Create production timelines for performance days, retreats, and PSYE special events.
- Supervise all onsite student musicians, parent and/or community volunteers, and all hired professional personnel at all times.
- Collaborate as needed with the Pacific Symphony Youth Orchestra & Santiago Strings manager in organizing weekly percussion needs.

Administrative responsibilities:

- Maintain regular communications with parents and students via weekly e-newsletters.
- Answer parent and student e-mails and phone calls throughout the week prior to each rehearsal.
- Collaborate with PSYWE and PSYCB music directors and PSYE managing director in planning, arranging, and preparing for each weekly rehearsal and the annual overnight retreats.
- Assist in producing updated ensemble season calendars, concert flyers, and musician memos, for distribution to students at weekly rehearsals and as inserts for weekly e-newsletters, as needed.
- Track student absences and follow up with absence requests in accordance with the program policy.
- Manage, maintain, and update PSYWE/PSYCB student information in the PSYE master contact database, which is used regularly by all PSYE administrative staff.
- Serve as PSYWE/PSYCB ensemble music librarian, ordering music from publishers and preparing individual parts for musicians and sectional coaches, as needed.
- Assist Managing Director with hiring Pacific Symphony musicians for performances and sectionals, as needed.
- Collect and track all incoming student participation fees.
- Assist in the planning, implementation, and supervision of domestic and international tours.

Program-Wide responsibilities:

- Support PSYE's annual auditions process, held in May/June of each year, as needed.
- Collaborate with PSYE colleagues in creating program recruitment tools.
- Maintain and organize PSYWE & PSYCB department files, invoices, and supplies as needed.

Working Hours

The PSYWE/PSYCB manager will work an average of 40 hours per week, with additional hours as needed during concert weekends, workshops, annual retreats, and tours. Weekly hours will usually be divided as follows during the months of September through June (July and August hours will be somewhat more flexible):

- 8 hours every Sunday for weekly rehearsal (11:30am-7:30pm)
- 32 hours during the regular work week (9am-5pm – some flexibility with schedules possible)

During the months of June, July and August, the manager will work an average of 40 hours per week for audition support, season preparation, and recruitment, to be completed during regular business hours (9am-5pm, M-F). During four years, the manager's summer hours will vary as needed.

Desired Qualifications

- Must be impeccably organized, self-motivated, and able to prioritize multiple projects with meticulous attention to detail.
- Must possess the ability to stay calm, think clearly, and maintain a professional demeanor in all circumstances.
- 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 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 be committed to attending all Sunday rehearsals throughout the concert season, the annual overnight retreats, and occasional national and international tours.
- Must possess strong working knowledge of orchestral instruments, especially winds, brass & percussion.
- Must be conversant with symphonic wind and orchestral repertoire.
- Must be conversant with musical parts and score reading.
- Must be conversant with music rental and licensing fee conventions.
- Must be proficient with Microsoft Office software including Outlook, Word, Excel.
- 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 45 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 (with a dotted line to Music Directors)

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

Benefits: Medical/Dental/Vision, paid holidays, accrued sick leave and vacation time, 401(k) eligibility

Pay Rate: \$22-24 per hour

Application Deadline: Open until the position is filled.

To apply, please email your resume and cover letter to Shawne Zarubica, Managing Director, 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 around the Orange County and SoCal region. Membership in PSYE is determined by an annual audition process held in May/June of each year. The current season attracted more than 530 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 community 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/Operations team, and more program information can be found at <https://www.pacificsymphony.org/psye.php>.