



SOUTHEASTERN MINNESOTA  
YOUTH ORCHESTRAS

## **SEMYO Operations Coordinator**

### **Description**

The Operations Coordinator will work closely with the SEMYO artistic team to coordinate operations for all Southeastern Minnesota Youth Orchestras programs while maintaining positive relationships with SEMYO youth participants, family members, and community partners. This includes five youth orchestras, chamber music program, annual honor band event, and summer music camp. The Operations Coordinator will also serve as onsite coordinator during weekly Saturday SEMYO rehearsals and at SEMYO performances.

### **Expectations/Qualifications**

1. Interest in working with youth in grades 3-12 and committed to creating a welcoming and safe environment for children to learn instrumental music.
2. A Bachelor's Degree in music education, business, performance, or related discipline is preferred.
3. In lieu of a music degree the Operations Coordinator must have a bachelor's degree and at least three years' volunteer or paid experience working in the performing arts, education, or youth programming.
4. Strong written and verbal communication skills.
5. Highly organized with attention to detail.
6. Ability to work independently with limited direction.
7. Proficient working with e-mail applications, Google applications, Excel, and Word.
8. Available to work on Saturday mornings from September to May and some Sundays. Limited weekday availability is also preferred.

### **Duties Include:**

#### **Activity Coordination**

1. In cooperation with the Executive and Program Director and artistic staff, plan rehearsals, tours, and other activities.
2. Reserve rehearsal and performance venues and work closely with venue staff to ensure compliance and proper relations.
3. Coordinate guest teachers and coaches.
4. Setup and clean-up rehearsal rooms and ensure conductors and guest coaches have all needed equipment.
5. Coordinate the transport and use of equipment including but not limited to musical instruments, large percussion equipment, music stands, chairs, and rehearsal supplies.
6. Coordinate student traffic and relay verbal instructions to participants.
7. Handout supplies as needed and coordinate with the music librarian to handout sheet music.

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8. Provide on-site coordination and support at special events such as orchestra tours, annual concerto competition, annual honor band event, and orchestra social gatherings.
9. Recruit and manage volunteers to help at rehearsals and events.
10. Monitor student attendance and enforce attendance policy.

### **Program Communication**

1. Provide weekly communications and reminders via e-mail and text to SEMYO participants and parents.
2. Serve as a point of contact for SEMYO participants and parents.
3. Provide verbal instruction and announcements to students at rehearsal.

### **SEMYO Summer Music Program**

1. Serve as the program manager for the SEMYO Summer Music camps.
2. Arrange for instructors, coaches, and volunteers for all week-long summer music camps.
3. Track enrollment and send regular communications to participants and parents.
4. Coordinate all logistical needs for summer camps including equipment and snacks.
5. Work with the Executive and Program Director to develop camp descriptions and enrollment format.

### **SEMYO Chamber Music Program**

1. Schedule rehearsals and performances for various SEMYO chamber music groups including outreach performances in the community.
2. Coordinate ensemble coaches.

### **Administrative Duties**

1. SEMYO Operations Coordinator is accountable to the Program Director and Executive Director.
2. Participates in regular artistic staff meetings and discussion to implement and help improve the SEMYO program.
3. Contributes as necessary to performance programs, rehearsal notes, social media posts and other SEMYO communications.
4. Participates in an annual review.
5. Communicates in a timely manner using email and other online methods with all other SEMYO staff.