**JOB DESCRIPTION**

**Classification:** BILLINGS SYMPHONY YOUTH ORCHESTRA (BSYO) MANAGER

**Reports to:** General Manager

**Last Revision Date:** June 6, 2023

**FLSA Status:** Non-exempt/Part-time, 20 hours per week

**Hourly rate:** $18/hour

**Position Summary:**
The BSYO Manager is an integral member of the Billings Symphony's artistic and administrative staff, contributing to the creation of exceptional symphonic music presentations and education excellence. The BSYO Manager works closely with the Music Director, BSYO conductors, Artistic Operations, students, and parents.

**General Responsibilities**

- Facilitate communication between conductors, parents, and students post, distribute, and announce information and changes as they occur; respond to voicemail and email in a timely manner.
- Monitor student registration process. Provide technical support for registration and tuition payments.
- Maintain & order music for BSYO music library.
- Hire coaches for sectionals as requested by BSYO conductors.
- Spearhead and facilitate recruitment efforts.
- Manage BSYO recruiting and advertising with the marketing department.
- Provide updated documents and information for website.
- Manage stage and facilities for BSYO rehearsals and concerts.
- Coordinate community engagement events as needed.
- Submit bi-weekly payroll for BSYO conductors and additional staff.
- Assist in additional Billings Symphony administrative work when requested.

**Position Qualifications**

- Minimum two years related orchestral experience and/or experience in managing personnel is required.
- Must have a thorough knowledge of classical music and understanding of symphony orchestra structure, instrumentation, and practices.
- Must have excellent interpersonal, leadership, and organizational communication skills. The ability to respond effectively to the most sensitive inquiries or complaints and the ability to maintain strict confidentiality of personnel and benefit records are required.
- Must have the ability to successfully multi-task, monitoring several ongoing projects and deadlines at any given time and the ability to be flexible and problem solve quickly.
- Must demonstrate meticulous attention to detail and flawless execution.
- Must be able to workdays, evenings, and weekends as required.
- The ability to operate in a PC network and familiarity with Microsoft Office Suite is required.
- The essential duties for this position require in-person interaction with staff, musicians, and stage crew.

**About the Billings Symphony**

The Billings Symphony Orchestra & Chorale (Billings Symphony) is the only professional symphony within a 140-mile radius. Now in its 73rd season, the Billings Symphony has set the standard for outstanding symphonic concerts and outreach for more than seven decades. The Symphony serves a regional population of 250,000 and a local population of 150,000. The annual performance season includes three concert series: The seven-concert Classic Series is held in the historic Alberta Bair Theater. Our Sukin Series is a six-concert series held at smaller and more intimate venues throughout downtown Billings. The Free Family Series features the two BSYO concerts, our family concert, and the annual Symphony in the Park concert. In addition, the Billings Symphony season includes two Chorale concerts, three Nutcracker performances, two free concerts for underserved students, and a variety of community engagement activities as a part of a normal Billings Symphony season. Throughout the last 15 years, the Billings Symphony has reached more than 35,000 children, adults, and seniors in Billings and surrounding rural communities annually through regular performances and community engagement.

The Billings Symphony is committed to building and fostering diversity, equity, and inclusion. We believe that access to music is a human right, and we carry that belief forward within the communities where we live and work. We live
our mission through inviting environments that are accessible to all and by representing our diverse community on
our stages and in our programming, audiences, and activities.

The Billings Symphony is proud to be an equal opportunity employer. We encourage applications from diverse
candidates, and we are committed to the creation of an inclusive work and performance environment for all
employees. We will not discriminate and will take affirmative action measures to ensure against discrimination on
the basis of race, color, gender, gender expression/identity, national origin, age, religion, creed, disability, veteran's
status, or sexual orientation.

Qualified candidates should submit a resume and cover letter to careers@billingssymphony.org.