



seattle youth symphony orchestra

Title: Marrowstone Music Festival Manager

Organization: Seattle Youth Symphony Orchestra

Employment Status: Full-time Non-Exempt Employee

Start Date: December 2021

Location: Seattle, WA

About Seattle Youth Symphony Orchestra:

SYSO has a tradition of life-changing excellence and innovation. Founded in 1942, the Seattle Youth Symphony Orchestra (SYSO) is one of the nation's premier and largest youth orchestras. SYSO has served over 1,800 diverse students a year through five full orchestras, innovative programming such as the Endangered Instruments and the Musical Pathways Project, two summer programs (Marrowstone Music Festival and SYSO Summer Music) and the Seattle Conservatory of Music program. SYSO has been committed for decades to partnering with area public schools to dismantle inequitable systems of music education access by providing coaching and mentoring support to schools that have historically had the least amount of access to music education. Additionally, by awarding over \$200,000 in financial aid annually, SYSO ensures that every talented student from age 7 to 22 can participate in the right program for them, regardless of financial resources.

This past year, SYSO adapted to the restrictions due to the pandemic and persevered in providing an educational orchestra experience by creating the Virtual Orchestra Program and offering the Seattle Conservatory of Music classes online. This year, SYSO provides in-person and some online programs to reach a wide range of young musicians.

About the Marrowstone Music Festival

Marrowstone Music Festival is the premier orchestra training program of the Pacific Northwest. Designed for students ages 14-25, Marrowstone, in the past, offered a two-week session at Western Washington University in Bellingham, Washington. The program boasts an internationally renowned faculty and provides all students with an intensive orchestral and chamber music experience. SYSO allows students to participate in masterclass instruction, chamber music, chamber orchestra, and more. For summer 2022, the Marrowstone program will be a non-residential program for advanced music students. However, long-term plans are to offer an intensive residential program with performances presented throughout the community.

About SYSO's Workplace Values:

Community - Expanding and nurturing relationships through excellence in music education and shared experiences

Collaboration - We acknowledge that rarely is success achieved alone

Trust - Every interaction is based on authenticity and respect

Caring - We are dedicated to the individual

Adaptability - Continuous learning, improvement, and willingness to change

About the Position:

SYSO is seeking a team player to manage the planning and execution of an annual summer music festival. This role works closely with the Music Director and the SYSO Administrative staff to develop a comprehensive educational and artistic experience for advanced music students, including rehearsals, coachings, masterclasses, chamber and full orchestra performance. This position will ensure the Festival operates smoothly and meets its educational, artistic, and financial goals.

Education and Experience:

- Bachelor's degree or 1-2 years of equivalent experience in non-profit or arts administration, education, or event production.
- Experience working in the music sector or as a performing musician desired

Primary Responsibilities:

Recruitment and Marketing

- Coordinate with SYSO Marketing & Communications Manager to develop plans for Marrowstone marketing
- Engage in regional recruitment activities conducting outreach to schools and private instructors
- Develop promotional copy for Marrowstone to be distributed through both internal and external channels, including paid advertising
- Promote Marrowstone at SYSO concerts and events
- Manage online application and audition process
- Serve as the primary point of contact for questions from students and families related to Marrowstone.

Program Operations

- Hire, coordinate, and supervise all temporary personnel, including librarians and assistants, and counselors
- Work with Music Director to develop the daily schedule
- Assist Music Director in the selection process for faculty
- Administer financial aid offerings in coordination with Executive Director
- Prepare faculty contracts and handbook
- Prepare student information packets, including schedules, handbooks, music, etc.
- Prepare student data and rosters for Music Director and faculty
- Coordinate the performance production with venue management, including engagement of guest artists.
- Coordinate rehearsal space with rental facilities management.

Program Onsite Supervision

- Coordinate and lead all onboarding activities for students, staff, and faculty
- Supervise all temporary personnel, including librarians, rehearsal assistants, and counselors

- Serve as the primary contact person in all areas related to Festival operations, managing students and support staff.
- Coordinate all wrap-up activities following the Festival's conclusion

Additional desired skills

- Experience with Microsoft Office suite, with proficiency in Excel
- Familiarity with WordPress or other content management systems
- Familiarity with MailChimp or other email marketing system
- Familiarity with Trello or other project management platforms
- Familiarity with Salesforce or other CRM (customer relationship management or donor management) database

People of Color, Women, People with Disabilities, and LGBTQIA+ people are strongly urged to apply.

Seattle Youth Symphony Orchestra is an equal opportunity employer. SYSO is committed to providing an inclusive environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, political affiliation, amnesty, or status as a covered veteran, in accordance with all applicable federal, state and local laws. SYSO believes that diversity and inclusion are critical to our success as an arts and educational organization.

Compensation and benefits: This is a full-time non-exempt position with a salary range of \$50,000-\$55,000 per year. Benefits include a competitive vacation plan, employer-covered health, vision, and dental plan for the employee, professional development funds, and the opportunity to contribute to a 403(b) retirement plan.

Applicants: Please send cover letter and resume to employment@syso.org with "SYSO Marrowstone Festival Manager" in the subject line. In your cover letter, please tell us how your specific experiences and accomplishments match our needs and mission. We will contact qualified applicants. No phone calls, please. Applications received by November will be given priority consideration.