seattle youth symphony orchestra

Position Title: Programs Manager
Job Status: Full-Time, Non-Exempt
Objective: To support and manage the planning and operations of key programs, including Marrowstone Music Festival, SYSO on Tour, Music Youth Southeast, and other collaborations, along with providing support for the Music Director.

Supervisor: Music Director
Supervisory Responsibilities: Oversight of temporary Marrowstone Music Festival staff, interns, and chaperones

Schedule: Hybrid; Tuesday–Saturday workweek, with summer adjusting to Monday–Friday, and some evenings and weekends required

Compensation

Wage: $29–$33 per hour ($60,320–$68,640 annually)
Benefits: SYSO's benefits package includes employer-paid medical, dental, and vision insurance, and up to 22 vacation days annually. Employees may also elect and self-fund a 401K retirement plan with 3% employer match. Health Savings Accounts (HSA) may be available for health-related expenses.

Job Summary

This position manages day-to-day operations related to programs, rehearsals, and concerts for key SYSO programs: Music Youth Southeast (MYSE), Marrowstone Music Festival, and SYSO on Tour. This role is crucial to the team, focusing on providing an outstanding experience for all students, families, and audiences. Working closely with staff, coaches, and conductors, the Programs Manager plays a vital role in executing the organization's artistic vision and amplifying SYSO's impact. The position collaborates across the administrative and artistic teams to recruit students and participate in outreach efforts to music educators across the region.

Key Responsibilities

Marrowstone Music Festival & Tour Management - 50%

- Support logistics, planning, and execution of programs, rehearsals, and performances

- Coordinate, design, recruit, and execute Marrowstone summer program; work with Music Director to ensure artistic objectives are achieved
- Manage Marrowstone Music Festival and Tour budget in support of Executive Director
- Manage contract personnel for Marrowstone, including scheduling and monitoring coaches
- Participate in production meetings with venues, artistic faculty, and staff
- Design and send routine messages to participating families, communicate and answer questions as needed

Music Youth Southeast Management - 25%

- Support logistics, planning, and execution of programs, rehearsals, and performances
- Manage contract personnel for MYSE, including scheduling and monitoring coaches
- Lead routine check-in meetings with MYSE artistic and operational team
- Design and send weekly messages to participating families, communicate and answer questions as needed
- Manage MYSE budget in support of Executive Director
- Participate in production meetings with venues, artistic faculty, and staff

Collaborations and Music Director Support - 25%

- Attend Saturday afternoon rehearsals
- Support all aspects of student competitions and partnership collaborations
- Serve as the point of contact for guest artists and coordinate travel when necessary
- Attend SYSO concerts and special events to support on-site activities, as needed
- Participate in outreach and recruitment within the community, schools, and other organizations, as directed
- Other duties as assigned

Competencies

- **Collaboration** – The capability to work empathetically and effectively with others towards a common goal that benefits the team.
- **Creativity and Innovation** – The ability to imagine, research, and implement new approaches, processes, and systems to achieve organizational goals. A willingness to suggest calculated risks as an active pathway to reach beyond what has been accomplished in the past.
- **Project Management, Planning, and Organizing** – The capacity to develop exceptional plans and to deliver within allotted timeframes.

- **Customer Focused** – The ability to anticipate internal and external customer needs, wants, and expectations and to demonstrate initiative and willingness to work with the goal of meeting or exceeding those needs.
- **Goal Orientation** – The integrity to take ownership of situations, accept responsibility for actions and results, and prioritize and complete tasks necessary to meet deadlines and achieve revenue goals.
- **Flexibility** – The agility to embrace and implement change when needed, serving as an inspiring leader.
- **Digital Literacy** – The ability to learn and leverage technologies to execute the key functions of the role.

Qualifications and Experience

- BA or equivalent work experience, 3-5 years of experience in an educational setting
- Experience working with public schools, school district administration, and community-based organizations
- Experience working with students and families
- Experience as a musician and/or music educator highly desirable

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To apply for this role, please submit your information, resume, and cover letter using this application form.

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