



**Position Summary:** The **Programs Coordinator** supports the Bellingham Youth Chamber Players (BYCP) Director in the operational and logistical aspects of BYCP as well as implements BSO Youth and Community Engagement Programs, helping to coordinate school and community concerts and events including Soloists in the Schools, Classical Kids, and Trailblazers.

**Essential Job Functions:**

Support BYCP Director at BYCP rehearsals, recitals, and other events

- Attend all BYCP rehearsals, masterclasses, and recitals.
- Set up and tear down rehearsal spaces with chairs and music stands. Some rooms may require moving tables or other furniture.
- Track attendance at each BYCP session, call parents if students are absent, and communicate absences with the BYCP Director.
- Sit in the lobby to answer questions from parents and students and monitor student pickup and dropoff.
- Move chairs and stands as needed in between rehearsals.
- Set up table and snacks for students in between rehearsals.
- Interact in a friendly manner with students and parents.
- Work closely with BYCP Director to meet any other logistical need that arises

Coordinate and help facilitate school and community concerts and events

- Communicate with musicians, schools, and community organizations via phone and email to coordinate in-school and community performances.
- Use programs such as Google Forms to organize performances and gather data.
- Use Google Drive programs to communicate and collaborate with BSO staff.
- Assist with documentation and analysis of programs.
- Attend some in-school and community performances, taking video and pictures.
- Create Classical Kids activities that relate to the concert repertoire and composers. Coordinate with Marketing & Communications Manager and Administrative Coordinator on marketing and logistics for events.
- Greet Classical Kids families and interact with them for activities.

**Performance Requirements:**

- Skills and abilities in planning and organizing, data analysis, problem solving and decision-making, adaptability/flexibility, composure and self-control.
- Demonstrates reliability and responsibility.
- High level of attention to detail and time management.
- Demonstrates leadership skills and takes initiative.
- An ability to work independently with limited oversight.
- Superb verbal communication skills, tact and diplomacy for handling sensitive information and fostering positive relationships.
- Ability to lift furniture such as tables and chairs.

**Qualifications:**

- Experience working with youth is required.
- Some college experience is preferred.



- A basic working knowledge of Microsoft Office programs and Google Drive is required, proficiency preferred.

**Supervisory and Reporting Relationships:**

- Reports to the Executive Director and BYCP Director
- Works under policies and procedures of the Bellingham Symphony Orchestra.

**Hours and Working Conditions:**

- This is a part-time, hourly position; hours may vary but are estimated at 2-4 hours per week
- Evening/weekend hours are required for concerts or events and BYCP session
- Working conditions are those of a small office environment and on-site at concert/event venues
- There is some lifting of up to 30 pounds involved for concert and event production
- Salary range is \$20-25 per hour, DOE

The Bellingham Symphony Orchestra is an equal opportunity employer.