



Position Summary: The **Youth Symphony Coordinator** is responsible for the operational and logistical components of running the North Sound Youth Symphony.

Essential Job Functions:

1. Implement Registration and Enrollment for NSYS

- Work with BSO Marketing team to market NSYS registration to the community.
- Work with BSO Finance staff and NSYS Treasurer to set up registration payments and track receipt of payments.
- Manage and track registration form and scholarship form.
- Manage NSYS page and update it with registration and scholarship information.
- Email students and families to confirm registration and/or scholarship applications.
- Coordinate and schedule auditions for students.

2. Implementation of rehearsals and concerts and coordination of logistics:

- Secure venue for performance and rehearsal dates.
- Maintain consistent communication with venues used by NSYS for rehearsals and performances during the season to ensure adequate and timely preparation and service.
- Coordinate payment for the venue by working as a liaison between BSO Finance staff, NSYS Treasurer, and the venue.
- Attend all NSYS rehearsals, masterclasses, and performances and support NSYS artistic staff.
- Track attendance at each NSYS session, call parents if students are absent, and communicate absences with the NSYS artistic staff.
- Sit in the lobby to answer questions from parents and students and monitor student pickup and dropoff.
- Interact in a friendly manner with students and parents.
- Set up and tear down rehearsal spaces with chairs and music stands. Some rooms may require moving tables or other furniture.
- Set up table and snacks for students at rehearsals.
- Work closely with NSYS artistic staff and BSO Executive Director to meet any other logistical needs that arise.

3. Coordinating NSYS Artistic Staff and Volunteers

- Conduct annual background checks for staff each year.
- Implement contracts for staff to sign each year.
- Submit payroll for staff at the end of each session.

4. Miscellaneous logistical tasks

- Order music for groups when necessary and coordinate with BSO Librarian and NSYS artist staff on repertoire needs.
- Upload music to the Student Portal on the BSO website for students and parents to access.
- Regularly communicate pertinent information with students, artistic staff, and parents.

- Regularly check NSYS email and answer questions and inquiries.

5. Other duties as assigned

Performance Requirements:

- Advanced 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 up to 30 pounds.

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 BSO Executive Director
- Works under policies and procedures of the Bellingham Symphony Orchestra and NSYS.

Hours and Working Conditions:

- This is a part-time, hourly position; hours may vary but are estimated at 8-10 hours per week
- Evening/weekend hours are required for concerts or events and NSYS session
- Working conditions are those of a small office environment and on-site at concert/rehearsal/event venues
- There is some lifting of up to 30 pounds involved for concert, event, and rehearsal production
- Salary range is \$20-25 per hour, DOE

The Bellingham Symphony Orchestra is an equal opportunity employer.