



Job Description
Programming Assistant
September 2026

JOB TYPE: Full-time

OVERVIEW: Palm Beach Symphony (PBS) seeks a highly organized and proactive **Programming Assistant** to support the coordination of education programs, community engagement initiatives, and orchestra operations. This role is ideal for an early- to mid-career arts administrator who thrives in a fast-paced environment and is passionate about music education, community impact, and live performance production.

Must be detail oriented and organized, with the ability to multi-task and work under pressure. Excellent oral and written communication skills as well as professional telephone etiquette are required. Superior computer skills in Word and Excel are required; Adobe Suite graphic design knowledge a plus. Position requires experience in arts education and management. Experience in classical music and its performance medium is highly desirable. Must have insured personal vehicle.

SUMMARY: Reporting to the Director of Artistic Operations, the Programming Assistant plays a key supporting role in the execution of PBS's artistic, education, and outreach initiatives. The position bridges **programming, logistics, and community engagement**, assisting with concert production, managing education and outreach activities, and supporting day-to-day operational functions. The Assistant works collaboratively across departments including marketing, development, and finance to ensure successful program delivery and organizational effectiveness.

RESPONSIBILITIES:

1. Education and Community Outreach

- Serve as primary contact regarding community outreach events
- Coordinate and execute education programs, including scheduling or assisting with in-school concerts, coaching sessions, masterclasses, student performances, individual and group lessons, school side-by-sides, and student and teacher survey completion in tandem with partnering school music teachers, our Symphony Artists-in-Residence and beyond, and PBS contractor
- Support administration of student and teacher award programs, including application processes, scheduling, and event coordination
- Oversee programming and manage the scheduling of STEAM nights with Science Center
- Serve as point of contact for instrument donation programs, including tracking, restoration coordination, recipient selection, and donor communications, pick-ups and deliveries; taking photos of instruments donated to recipients, etc.
- Develop and cultivate relationships with local music educators and relevant administration as well as community partners
- Maintain databases for educators, students, instruments, and partner organizations
- Track participation data and program metrics for reporting and grant requirements

- Assist with planning and execution of children's concert series, including logistics, school coordination, and curriculum materials
- Coordinate community engagement events and outreach performances, including site visits, drafting quotes and contracts, manage payments from sponsors/hosts, run-of-show development and support as well as on-site management and supervision at events
- Build and maintain relationships with schools, educators, and community partners
- Maintain and update outreach and education calendars

2. Concert and Artistic Operations Support

- Assist in coordinating logistics for rehearsals and performances, including equipment rentals, piano tunings, and instrument transportation
- Provide backstage support and assist with travel coordination, and accommodations
- Support coordination of orchestra outreach performances and run-outs
- Maintain and update program archives and assist with performance reporting (e.g., BMI/ASCAP)
- Serve as a liaison between internal teams, contractors, and venue staff as needed

3. Operations and Administrative Support

- Assist with maintaining master calendars for education and outreach activities
- Track invoices, expenses, and assist with budget monitoring for programs and events as needed
- Prepare reports and documentation for finance and internal tracking as needed
- Support logistics for special events such as galas, donor events, and community outreach programs
- Assist with grant reporting and data collection as needed
- Attend staff meetings and provide updates on outreach, education, and operational activities
- Maintain organized records, timelines, and internal documentation

4. Marketing and Communications Coordination

- Collaborate with Marketing and PR teams to support promotion of concerts, education programs, and outreach initiatives
- Provide content for social media, newsletters, and press materials
- Assist with creation and coordination of printed materials such as program books, invitations, and educational guides as well as yearly education video
- Support website updates related to programming and outreach
- Assist with coordinating photography and media coverage for orchestra concerts and education and outreach events
- Help maintain deadlines and production schedules for marketing materials
- Assist with editing marketing collateral and communications, development letters, and press releases as needed

5. Cross-Departmental and Strategic Support

- Support the Director of Artistic Operations in implementing programmatic and operational priorities
- Assist the Education and Programming Associate in coordinating and overseeing educational initiatives ensure successful execution
- Assist in coordinating cross-departmental projects and initiatives
- Provide logistical support for partnerships with community organizations and venues
- Contribute to continuous improvement of workflows, systems, and program execution

QUALIFICATIONS:

- Bachelor's degree in music, arts administration, education, or related field

- 2–4 years of experience in nonprofit arts, education, event coordination, or operations support
- Strong organizational and project management skills with ability to manage multiple priorities
- Excellent written and verbal communication skills (AP Style familiarity preferred)
- Proficiency in Microsoft Office (Word, Excel); experience with Goggle Calendar and Google Workspace a plus
- Familiarity with Adobe Creative Suite and basic design skills and social media platforms a plus
- Experience with event production, education programming, or community engagement preferred
- Knowledge of classical music strongly preferred

CORE COMPETENCIES:

- Detail-oriented with strong problem-solving skills
- Ability to manage multiple projects in a deadline-driven environment
- Strong interpersonal and relationship-building skills
- Professional, adaptable, and collaborative approach
- Commitment to arts education and community engagement

ADDITIONAL REQUIREMENTS:

- Valid driver's license and access to an insured personal vehicle
- Ability to work evenings and weekends as required for events and performances

SUPERVISOR: Director of Artistic Operations

COMPENSATION: Compensation for the Programming Assistant position is currently set at \$55,000 to \$70,000 with comprehensive benefits. Salary commensurate with experience and status, within the framework of the organization's annual operating budget. The position works on location, full-time in West Palm Beach, and at on-site events throughout the county

BENEFITS OFFERED: Health insurance, paid vacation, and holidays.

APPLICATION PROCEDURE: E-mail a resume and cover letter to: careers@palmbeachsymphony.org with "Programming Assistant" in the subject line. No telephone calls please.

Please include the following information in the cover letter:

- Availability, salary history and requirements
- How you learned of the position
- Description of how your qualifications and experience match Palm Beach Symphony's needs
- Provide at least two references with contact information

SUBMISSION DEADLINE: October 9, 2026

Only electronic submissions will be considered. Submission deadline is Friday, Oct. 9. All nominations and expressions of interest will be held in the strictest confidence.

The Palm Beach Symphony is an Equal Opportunity Employer and actively seeks a diverse pool of candidates.

AN EQUAL OPPORTUNITY EMPLOYER: Palm Beach Symphony Orchestra is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state or local laws and ordinances. PBS's management team is dedicated to this policy with

respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities and programs and general treatment during employment.

ORCHESTRA WEBSITE: www.palmbeachsymphony.org

About Palm Beach Symphony

The Symphony has grown and expanded from its early, small beginnings in 1974. It has worked and succeeded in becoming a key cultural force in the area through high-quality concerts and fine dining experiences, social and community events, and educational outreach programs. The Symphony's educational programs include a Children's Concert Series, STEAM, Side-by-Side Concerts, in-school performances, Educational and Teachers Resources, performance opportunities, open dress rehearsals, and tickets for select performances throughout the year – all provided to students of all ages and grade levels at no cost to them.

Palm Beach Symphony is South Florida's premier orchestra known for its diverse repertoire and commitment to community. Founded in 1974, this 501(c)(3) nonprofit arts organization adheres to a mission of engaging, educating and entertaining the greater community of the Palm Beaches through live performances of inspiring orchestral music. Under the baton of Music Director Gerard Schwarz, the orchestra is celebrated for delivering spirited performances by first-rate musicians and distinguished guest artists. Palm Beach Symphony was recognized by The Cultural Council for Palm Beach County with a 2020 Muse Award for Outstanding Community Engagement and the National Academy of Television Arts & Sciences with a Suncoast Regional Emmy® Award for its production of *The Carnival of MORE Animals*, which is part of the Dale A. McNulty Children's Concert Series. Palm Beach Symphony continues to expand its education and community outreach programs with children's concerts, student coaching sessions, masterclasses, instrument donations and free public concerts that have reached more than 100,000 students in recent years. For more information, visit palmbeachsymphony.org and follow them on [Facebook](#), [Instagram](#), [YouTube](#) and [LinkedIn](#).

SPECIALTIES: Palm Beach Symphony, Symphony, Nonprofit, Cultural Arts Music, Classical Music, Orchestra, Maestro Gerard Schwarz, Marketing, Communications, Performance