

Job description: **CCO Youth Orchestra** Operations Manager

The job of the Operations Manager of the CCO Youth Orchestra is to carry out operational logistics as deemed necessary by the CCO Youth Orchestra Conductor and Board including:

- Maintaining clear and consistent communication with Youth Orchestra members and parents
- Setting up calendar of auditions, rehearsals, and concerts for the year
- Arranging for audition, rehearsal and performance space
- Organizing, administering and implementing auditions in June and September (also as needed in January)
- Being present at all auditions, rehearsals and concerts to oversee setup/cleanup, answer questions, collect paperwork, etc.
- Managing paperwork from students, collecting fees
- Managing box office and ticketing for concerts
- Managing marketing including: placing ads in papers, creating and distributing posters/flyers, managing social media presence
- Selling adds for program booklet, soliciting sponsors
- Tracking all expenses to stay within yearly budget

This is a contracted position which reports directly to the Youth Orchestra Conductor and CCOYO Board.

**Job Posting: Operations Manager for CCO Youth Orchestra, Ithaca NY**

The Cayuga Chamber Orchestra Youth Orchestra is seeking an Operations Manager to oversee the week-to-week logistical operations of the youth orchestra (in conjunction with the CCOYO Conductor and Board) including communication with students and parents, organizing all aspects of concerts and auditions, managing paperwork, marketing, etc. Musical and/or administrative experience is a plus but not required. We are looking for a responsible person who is a good communicator, capable of taking initiative and able to work independently. The CCOYO rehearses weekly and holds 2-5 concerts per year. Must be available Sunday evenings for rehearsals and occasional weekends for concerts; otherwise, hours are very flexible. Work time varies greatly but around 5-8 hours per week can be expected. Salary: \$250 per month. Please send a cover letter outlining qualifications as well as a one-page resume to: [youthorchestra@ccoithaca.org](mailto:youthorchestra@ccoithaca.org).