The Office Coordinator and Librarian is responsible for assisting with administrative tasks that support Three Rivers Young Peoples Orchestras’ programs and all TRYPO staff, as well as the organization and maintenance of the TRYPO orchestra library, part preparation, and distribution. This entry-level position has a lot of growth potential over the next few years. This is a great opportunity for a motivated aspiring arts administrator to gain valuable experience working with a thriving music education organization.

Requirements and Physical Demands:
• Sincere belief in the importance of music education.
• Excellent verbal and written communication, organizational skills, and attention to detail.
• Reliability and punctuality.
• Positive attitude and ability to build good rapport with parents/guardians, coaches and colleagues.
• This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, printers, scanners and filing cabinets; the person in this position regularly sits in front of a computer or at a desk/table, stands in front of a copier machine for long periods of time and occasionally must bend forward, crouch, lift, push and pull up to 30 lbs.
• Computer proficiency is required, including typing 50 wpm and use of Microsoft Office Suite. This position requires extensive time using Windows 10, Office 365, WordPress, Salsa/DonorPro as well as various other online software products. The successful candidate will need to be able to learn new programs quickly.
• Act 33 and 34 clearances, FBI background check.
• Education requirements: Associate’s or Bachelor’s Degree or equivalent practical experience.
• Desired Bonus Skill: Knowledge of music, orchestral repertoire, practices, and set up.
• Desired Bonus Skill: Ability to transfer bowings, fingerings, and other music markings to a clean piece of sheet music.
• Desired Bonus Skill: Ability to read and transpose music using computer software such as Finale or Sibelius (ex. Viola to Violin III).

Office Coordinator duties include:
• Answering all TRYPO phone calls during business hours.
• Drafting and sending out weekly large ensemble emails to families, conductors, and coaches.
• Assisting with audition scheduling and coordination.
• Assisting at performances and special events.
• Uploading new information and updating the TRYPO website.
• Keeping track of the music lending and borrowing log.
• Maintaining the Instrument Library.
• Managing all employee and volunteer clearances, updating clearances spreadsheet, and contacting employees or volunteer personnel with incomplete or expired clearances.
• Managing TRYPO merchandise orders.
• Ordering office supplies.
• Preparing weekly deposits.
• Preparing acknowledgment of donations and gifts and maintaining accurate information in the database.
• Processing mail.
• Filing.
Librarian duties include:
- Accurately transferring bowings, photocopying and binding all needed sheet music prior to each concert cycle for students, conductors, and coaches for all ensembles and programs.
- Preparing music folders for large ensemble musicians.
- Preparing seating audition excerpts
- Collecting, organizing and filing music away after each concert.
- Tracking inventory of music folders at the end of each season.
- Maintaining up to date information in the Orchestra Library Database.
- Preparing chamber music for YC2 groups and coaches’ folders.
- Maintaining large ensemble and chamber music library, with filing and data entry as needed
- Creating new parts in Finale or Sibelius, as needed.

Other duties include: Providing administrative support to all positions in the office as assigned.

Employment Details:
Full Time: Monday-Friday 10am-6pm office hours. Some flexibility possible. Some nights and weekends.
Reports to: Executive Director
Compensation: $25,000/year salary to start. Benefits include paid vacation and holidays, retirement plan (Simple IRA), and health, vision, and dental insurance.
Employment Status: Non-exempt (eligible for over-time).

How to apply: Please send cover letter and resume by Friday February 28, 2020 to Lindsey Nova, Executive Director via e-mail at lindsey@trypo.org. (Please list job title in the subject line.)

ABOUT TRYPO:

Three Rivers Young Peoples Orchestras (TRYPO) is a youth music program comprised of ensemble opportunities for Pittsburgh’s musically talented young people. Current ensemble opportunities include:
- Young Peoples Orchestra [YPO] a full symphonic orchestra which generally serves high school-aged students;
- Wind Symphony [WS], a large ensemble for winds, brass, and percussion which generally serves high school-aged students;
- Symphonette, a string ensemble which generally serves middle school-aged students.
- Percussion Ensemble, an ensemble just for percussionists
- Youth Chamber Connection [YC2] which offers small ensemble opportunities such as quartets and quintets throughout the season, as well as at a summer camp in collaboration with Chautauqua Music Camps.
- Apprentice Conducting Program [ACP], a classroom style conducting program.

TRYPO serves more 250 young musicians per year and has over 2,200 alumni. The last five years have seen tremendous growth spikes across all areas of the organization and we are bursting at the seams! There is room to grow with us. We are about to embark on our second European tour in June 2021!

See www.trypo.org for more information.

TRYPO is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.