
JOB DESCRIPTION: *Program Manager for Youth Chamber Connection and Special Projects*

Position Summary This Program Manager is a key team member who oversees one of our primary student programs, Youth Chamber Connection. The Youth Chamber Connection was created in 2015 as a collaborative program with the Pittsburgh Youth Symphony Orchestra, so this position also serves as a primary contact with this important organizational partner. This critical role includes student recruitment, rehearsal and coaching scheduling, and scheduling and organizing student community performances. In a typical year, this position manages between 18-21 student chamber music groups that each receive 20 coachings and perform in the community between 2-5 times. This individual collaborates with administrative and artistic staff to ensure that program goals and needs are met and serves as the primary point of contact for those programs' participating families. Additionally, this position manages other special projects that engage the community. Moving forward those special projects will be created and/or assigned according to the skills and creativity of the successful candidate. Current such projects include TRYPOsphere (conservatory-style online courses like Music Theory and Composition from September-May) and summer programs (like YC² at Chautauqua Music Camps and Camp Crescendo).

Required Skills and Physical Demands of Position:

- Passion for music education and sincere belief in its ability to impact youth and the community.
- Demonstrated commitment to valuing diversity and contributing to an inclusive working and learning environment.
- Knowledge of music, some chamber music repertoire, chamber music best practices, and set up.
- Impeccable customer service skills and highly refined interpersonal communications; excellent oral and written communication skills.
- Meticulous attention to detail, accountable, and professional. Problem-solver.
- Ability to effectively execute and delegate/oversee the completion of concurrent projects.
- Positive attitude and ability to build strong relationships and good rapport with parents/guardians, coaches, and colleagues.
- Ability to contribute to a positive work environment as team member of a small staff, while also able to work independently.
- Ability to effectively collaborate with other organizations.
- Physical Requirements: This role routinely uses standard office equipment such as computers, phones, photocopiers, printers, scanners, and filing cabinets; the person in this position regularly works in a stationary position in front of a computer or at a desk/table, positions self in front of a copier machine for long periods of time and routinely moves equipment such as chairs and music stands or other equipment up to 30 lbs., such as when setting up rehearsal rooms and performance areas, or transporting equipment to performance sites.
- Computer skill requirements: Advanced computer ability. This position requires extensive time using Windows 10, Office 365 (Microsoft Office Suite) especially Excel, WordPress, Salsa/DonorPro, Google Apps, as well as various other online software products. The successful candidate will need to be able to learn new programs quickly.
- Education requirements: Degree in music, business, arts administration (or comparable degree, education, or experience).
- Prior experience requirements: Minimum of three years of prior successful professional experience in arts administration, preferably in an operations-related role within an ensemble-based organization.
- Criminal History clearance, Child Abuse clearance (Act 33 and 34), and FBI background check required.

Desired Bonus Skills:

- Experience playing chamber music.
- Ability to read/transpose/arrange music for young musicians.
- Connections with local non-profits, businesses, and creative ideas for student community performance opportunities.

Accountabilities:

- *The Student Experience:* The Program Manager's primary responsibility is to ensure that all aspects of a student's experience as a member of a small ensemble are coordinated as smoothly and professionally as possible to enable the artistic staff and students to focus on their educational and artistic progress. This process starts off each season by working with artistic staff to form groups by ability, age, schedule, and available repertoire – recruiting students to fill missing gaps – and then assigning coaches. Once groups are formed, this position manages the scheduling and logistics of rehearsals, sectionals, events, venues, and auditions, and communicating information in a timely manner. This also includes scheduling and coordinating artistic staff and part-time staff, tracking their hours and payroll, and building strong collaborative relationships with all involved.
- *The Community and Public Experience:* The Program Manager is responsible for disseminating YC² impact to the public through the YC² community performances, as well as coordinating accurate information and messaging on YC², PYSO, and TRYPO websites and social media in collaboration with TRYPO and PYSO marketing efforts. The Program Manager is also responsible for building relationships with YC² partners and community members through YC² community performances and through engaging in other community-building special projects.
- *Finances and Fund-raising:* The Program Manager assists with organizational fund-raising activities through following up on pledges from participating families, and ensuring that tuition is communicated, tracked, and collected in a timely manner. The Program Manager might also assist the Executive Director with securing corporate, foundation, or individual support to YC² programs (or other TRYPO programs).
- *General Administration:* All team members assist in general office management such as answering phones, filing, ordering supplies, maintenance of office equipment, archive organization, processing mail and e-mail, data entry, invoice coding, and credit card reconciliation. This position assists in managing and delegating to part-time staff and interns. This position is also responsible for ensuring effective communication with PYSO staff about YC² rehearsals, concerts, and other matters.
- All other duties as assigned by the Executive Director.

Employment Details:

Hours and Workload: This is a full-time, salaried position. TRYPO business hours of operation are Monday-Friday 10 AM – 6 PM. Weekend in-person hours for this position from Sep-May include Saturday at the TRYPO rehearsal location (typically 9 AM – 3 PM) and Sunday near the PYSO rehearsal location (typically from 3 PM – 6 PM), depending on the rehearsal schedule for that season. Student performances frequently occur on evenings and weekends as well, most of which have a staff member on site (some can be delegated). Weekend and evening hours can count as flextime from within regular workweek. (Ex: When working full Saturday and part Sunday, Monday off and Tuesday is 1/2 day, etc.) Downtown office location and also open to some work-from-home during week.

Reports to: Executive Director

Compensation Range: \$38,000 - \$42,000/year depending on years of experience. Benefits include paid vacation and holidays, retirement plan (Simple IRA with 3% employer match), and health, vision, and dental insurance (premiums paid 100% by employer).

Employment Status: Exempt (not eligible for over-time).

Current COVID-19 adjustments: In Fall 2020, all our student programs started online via Zoom, and they started meeting in-person in Spring 2021, all within TRYPO's *Serious About Safety* COVID-19 Protocols. We anticipate that Fall 2021 will start with in-person student programming with some COVID-19 protocols still in place. Most staff members are still mostly working from home with minimal office time and are starting to add back office time as needed.

How to apply: Please send cover letter and resume to Lindsey Nova, Executive Director via e-mail at jobs@trypo.org (Please list job title in the subject line.) We are currently reviewing applications until the position is filled.

ABOUT TRYPO

What is TRYPO's mission?

Three Rivers Young Peoples Orchestras (TRYPO) creates a dynamic, inclusive community where young people are inspired to pursue a lifelong passion for music.

What do we value?

- *Stand Tall:* Demonstrate respect and integrity in all you do.
- *Embrace Difference:* Celebrate diversity and open yourself to new ways of thinking.
- *Make It Happen:* Make a difference and strive to be your best.
- *Chart a New Path:* Challenge the status quo and innovate to differentiate.
- *Care Deeply:* Show compassion and understanding for others.
- *Build Bridges:* Create and nurture long-lasting relationships.

What are TRYPO's current programs?

- *Young Peoples Orchestra [YPO]* a full symphonic orchestra, generally for high school-aged students;
- *Wind Symphony [WS]*, a large ensemble for winds, brass, and percussion, generally for high school-aged students;
- *Symphonette*, a string ensemble, generally for middle school-aged and some high-school students;
- *Percussion Ensemble*, an ensemble just for percussionists;
- *Youth Chamber Connection [YC²]* which offers small ensemble opportunities such as quartets and quintets for all ages – see more at youthchamberconnection.org
- *Summer Programs:* Summer programs have included YC² at Chautauqua Music Camps and Camp Crescendo (a virtual camp in Summer 2020 during COVID-19);
- *TRYPOsphere [TS]:* Conservatory-style classes initially launched during pandemic as online courses in Music Theory, Overdubbing, and Music Composition;
- *Apprentice Conducting Program:* An in-depth program for high school students to learn about conducting;
- *UniSound:* TRYPO also administrates the collaborative project called UniSound. UniSound aims to create a more accessible, sustainable, and equitable youth music ecosystem in the greater Pittsburgh area through building an alliance of organizations which provide music education and performance opportunities for youth. See more at unisound.us

TRYPO serves on average more than 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 – even during the pandemic – and we are bursting at the seams! There is room to grow with us. See www.trypo.org for more information.

TRYPO is passionate about building and sustaining an inclusive and equitable working and learning environment for all students, staff, and faculty. We believe every member of our team enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and to discover, design, and deliver solutions. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.