



Ensemble Manager (Part time)

The Vermont Youth Orchestra Association (VYOA) seeks a part time ensemble manager to manage and oversee all Saturday programs at the Elley-Long Music Center at St. Michael's College. The Ensemble Manager is responsible for managing the onsite needs of the Prelude!, Presto, and Da Capo programs. This can be from one to three programs per Saturday depending on the time of year. Manager responsibilities include maintaining all online registration forms, managing communications between ensemble conductors and parents, setting up all rooms, managing all communications and rentals with string instrument vendor, offering direct support to ensemble conductors (includes preparing music), and working with VYOA operations and administrative staff on a regular basis.

The Ensemble Manager is expected to be available for all Saturday rehearsals and performances. Building responsibilities include setting up rooms and stage for rehearsals and performance areas in accordance with current safety protocols.

For the 2020-21 season, the Ensemble Manager will work with conductors in managing all VYOA safety protocols due to Covid-19. This is a part time, seasonal salaried position based on 10 hours per week. This position also acts as substitute operations staff support.

Resumes can be sent to rosina@vyo.org, no phone calls please. This position starts mid-August. The Vermont Youth Orchestra Association is an equal opportunity employer.

To learn more about the VYOA, please visit vyo.org.