

VYOA Jazz Ensemble Manager

The VYOA seeks a part-time ensemble manager for the newly launched VYOA Jazz. This position is responsible for the on-site operations and administrative needs of this program. The program meets Saturdays from 10am-1pm at the Elley-Long Music Center and requires administrative work during the week. Operations requirements include setup and breakdown of chairs, stands, etc. and managing facility needs during rehearsals and concerts. Administrative requirements include tracking attendance, communicating with faculty and families, working closely with VYOA operations and artistic staff in managing room use, and printing and preparing music for the group. This position may fluctuate from 5-10 hours per week.

A successful candidate is experienced with Microsoft Office, Gmail and Gmail applications, and has an ability to maneuver and navigate online survey platforms, etc. They must be organized, be a team player, and interested in working with youth.

This position is an hourly, part-time, non-exempt position. Interested candidates should send a cover letter and resume to jobs@vyo.org. Please include Ensemble Manager in the email subject.