

## **Wichita Symphony Orchestra**

### **Wichita Symphony Youth Orchestras Administrative Assistant**

#### **Position Description**

The Wichita Symphony Youth Orchestras (WSYO) Administrative Assistant will report directly to the Education and Community Engagement Manager, and will be a part of a collegial and collaborative team in a small, high-spirited office. The WSYO Administrative Assistant will be responsible for managing day-to-day operations and participating in long-range planning for the Wichita Symphony Youth Orchestras. This position is designed to require approximately 10-15 hours of work per week, inclusive of time in rehearsals and at the office. Weekly attendance at weekend rehearsals is required. Position start date is July, 15, 2019.

#### **Principal Duties and Responsibilities**

- Maintain a complete and up-to-date roster of all WSYO students.
- Maintain up-to-date email lists for all WSYO students and parents, staff, coaches, and conductors.
- Assist with setup and tear down of WSYO rehearsal spaces.
- Prepare mailings and music folders.
- Manage program registrations.
- Be present at all WSYO rehearsals; take attendance and enforce attendance policies.
- Administer annual membership auditions and semester seating auditions.
- Oversee rehearsals and assist parents, students, conductors, and coaches as needed during rehearsal hours.
- Accompany ensembles on local/regional/national tours.
- Be present and assist with management of all performances.
- Assist with the organization of fundraising projects, as time allows.
- Attend meetings of the Parent Advisory Committee and participate in planning of new and future WSYO projects.
- Collect surveys and data regarding program growth and potential.
- Participate in the planning of activities, tours, performances, and overall program development.
- Other duties, as assigned.

#### **Qualifications and Skill Set**

- A degree in music, or pursuing a degree in music, is preferred.
- Excellent interpersonal and communication skills, both verbally and in writing.
- Must be organized and detail-oriented.
- Must demonstrate excellent planning and organization skills, including the ability to manage multiple concurrent projects and priorities.
- Maintains accurate, logical, orderly, and timely records.

- Must be consistently punctual.
- Thinks creatively and is self-motivated.
- Willing to work in a supportive, professional manner as a flexible team player for the collective good of the organization and without regard to functional boundaries.
- Must have a commitment to providing the highest level of customer service.
- Handles all Wichita Symphony matters and records with the utmost discretion, maintaining confidentiality at all times; communicates information on a need-to-know professional basis as directed by the Education and Community Engagement Manager.
- Proficient in Microsoft Word and Excel, including mail merges and preparing reports.
- Must be physically able to lift items, handle boxes and equipment of reasonable size and weight. Event duties frequently require being on one's feet for extended periods with mobility to move quickly between locations within the event venue, and occasionally between multiple venues/offices.

### **Wages**

This position will be paid at an hourly rate commensurate with experience. An average of 10-15 hours or work per week will be required.

### **How to Apply**

Please send letter of interest, resume, and three references to:

Tiffany Bell, Education and Community Engagement Manager  
Wichita Symphony Orchestra  
Century II Concert Hall  
225 W. Douglas, Suite 207  
Wichita, KS 67202

Email preferred: [tbell@wso.org](mailto:tbell@wso.org)