

## **PART-TIME MEMBERSHIP RELATIONS COORDINATOR JOB DESCRIPTION**

### **Florida Symphony Youth Orchestra (FSYO)**

#### **JOB TITLE: Part-Time Member Relations Coordinator**

#### **REPORTS TO: Executive Director**

**JOB SUMMARY:** Hours: Wednesday - Friday 10:00 a.m. - 5:00 p.m., Sunday 1 p.m.-6 p.m. Some Nights and Weekends.

#### **The duties of the Member Relations Coordinator include but are not limited to the following:**

##### **Member Relations**

- Schedules auditions upon receipt of applications in accordance with the published schedule.
- Schedules parent volunteers to work rehearsals, concerts, and special events.
- Manages and distributes performance, rehearsal and audition schedules for musicians and faculty; coordinate set-up schedules for internal staff.
- Represents FSYO at in-person outreach at events, one-on-one meetings and other opportunities as needed. May include planning and coordination of outreach.
- Performs administrative tasks related to membership and payment processing.
- Organize all ticket sales and box office during concerts and special events.
- Assists with and attends all rehearsals and concerts.
- Provides a high level of customer service including building strong relationships with members, non-members, donors and others. Responds to inquiries and requests in a timely manner.
- Assist with all FSYO summer camp production activities.
- Provide support for all conductors, coaches, and orchestra managers.

##### **Communications**

- Prepares routine correspondence for mailings including, thank you letters, announcements to members and their families, newsletters, audition materials.
- Maintains rehearsal schedule communicating with Executive Director, Conductors and FSYO Members. Maintains weekly contact with membership.
- Produces and distributes communications and appropriate information for auditions and selection of orchestra members. This includes, but is not limited to: audition schedules, music materials, and acceptance/refusal communications.
- Prepare press releases and external communication for promotional opportunities.
- Develops and maintains alumni data file and communicate with alumni, identifying possible volunteers as well as donors.

##### **Qualifications**

- Ability to organize own work, coordinate projects, set priorities meet deadlines and follow-up on assignments with minimum direction.
- Knowledge of English business language with the ability to communicate clearly and concisely orally and written.
- Ability to work and communicate effectively with people (including coworkers).
- Ability to exercise sound judgement with established guidelines.
- Ability to solve problems and deal with a variety of variables.
- Frequently required to stand, walk, stoop and kneel. May be required to lift and/or move up to 40 pounds.
- Working knowledge of child development and appropriate childcare practices and knowledge of Florida state standards and requirements.
- Ability to work flexible hours/schedule that includes Sunday, early morning or evening hours.
- Proficiency in Microsoft Office (Word, PowerPoint, Excel)
- Professional appearance and presentation.
- Ability to work with confidential data.
- Understanding of public schools' structure and knowledge of music and music education is a plus.

**Application Procedure:** Send resume and cover letter to: [hevans@fsyo.org](mailto:hevans@fsyo.org). Remember to include the specific job for which you are applying in the cover letter portion of your application, i.e., "Member Relations Coordinator."