



## **FULL-TIME OPERATIONS MANAGER JOB DESCRIPTION**

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

**JOB TITLE:** Operations Manager

**JOB STATUS:** Full Time Exempt

**REPORTS TO:** Executive Director

**JOB SUMMARY:** Flexible Weekday Hours + Some Nights and Weekends. **Required Availability:** Sundays from 10 AM to 6 PM.

**COMPENSATION:** \$50,000 to \$55,000 salary pay, average of 40 hours/week / Salary commensurate with training and experience / Generous PTO Structure / Healthcare Stipend (QSEHRA Plan)

**The duties of the Operations Manager include but are not limited to the following:**

#### Operations

- Manage and work alongside the Full Time Operations Coordinator to complete all tasks and responsibilities
- Attend all rehearsals, concerts, and summer camps/tours
- Facilitate setup, teardown, and loading of chairs, stands, and equipment
- Provide support for conductors, coaches, ensemble managers, and volunteers
- Maintain organization of student records and paperwork, rehearsal materials, and sheet music
- Prepare and distribute sheet music for each member - scanning, copying, making booklets, filing, etc.
- Represent FSYO at in-person outreach events, one-on-one meetings, and other opportunities as needed
- Provide a high level of customer service including building strong relationships within and outside the FSYO community
- Respond to inquiries and requests in a timely manner
- Enforce FSYO's Attendance Policy, and host meetings as needed with members, parents, and conductors

#### Music Library

- Maintain organization of physical and digital music libraries
- Perform annual clean up of music library

#### Administrative

- Provide routine and professional correspondence and assistance via email and phone
- Set, distribute, and maintain performance, rehearsal, and audition schedules for musicians and staff; coordinate set-up schedules for internal staff
- Perform administrative tasks related to membership and payment processing
- Prepare routine correspondence for mailings including thank you letters, announcements to members and their families, newsletters, and audition materials
- Produce and distribute communications and appropriate information for auditions and selection of FSYO members. This task includes, but is not limited to audition schedules, music materials, and acceptance/refusal communications.
- Independently schedule and secure the rentals needed for concert days (venues, trucks, equipment pick up/unload, etc.)

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#### Qualifications

##### **Required:**

- 2+ years of prior experience within the arts field as an administrative
- Frequently stand, walk, stoop, kneel, and move equipment (Will be required to lift/move up to 50 pounds)
- Organize own work, coordinate projects, set priorities, meet deadlines, and follow-up on assignments with little direction
- Emanate genuine care for the work and the organization's community while being an honest steward of the organization
- Work and effectively communicate with others (including coworkers)
- Exercise sound judgment within established guidelines
- Solve problems and deal with a variety of variables
- Professional appearance and presentation
- Work with confidential data
- Work flexible hours/schedule that includes weekends, early morning, or evening hours
- Proficiency in Microsoft Office (Word, PowerPoint, Excel) and Google Suite

##### **Preferred:**

- 4+ years of work experience within the arts field as an administrative with some experience in a managerial position
- Understanding of public schools' structure and music education practices, knowledge of child development and appropriate childcare practices, as well as Florida's state standards and requirements.
- Knowledge of and connections within the Central Florida music scene

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**Application Procedure:** Send resume with three references to [agoodin@fsyo.org](mailto:agoodin@fsyo.org). Remember to include the specific job for which you are applying in the cover letter portion of your application, i.e., "Operations Manager."