



## **Coordinator (Part-time), Harrisburg Symphony Youth Orchestras (HSYO)**

Work alongside a team of dedicated music educators providing student-focused orchestral training to student-musicians in Central Pennsylvania.

### **About the HSYO Program:**

Boasting 180 students from more than 40 schools in three ensembles ranging in age from elementary to high school, the HSYO is Central Pennsylvania's premiere orchestral ensemble program for student-musicians. The HSYO completed its 67<sup>th</sup> season in May 2021, making it one of the longest-running youth symphony programs in the country. HSYO is operated by the Harrisburg Symphony Association.

### **The Position:**

The part-time Coordinator is responsible for the organization and coordination of all HSYO activities, including music distribution, auditions, rehearsals, and concerts. The Coordinator works closely with the ensemble directors and reports to the HSO Director of Education.

- Part-time (\$18/hour, average 10 hours/week, not to exceed 520 hours in a given fiscal year)
- On site and remote
- Reports to: Director of Education

### **General Responsibilities:**

1. Coordinate and organize the regular activities of three performance ensembles: Harrisburg Symphony Youth Orchestra (HSYO), Junior Youth String Orchestra (JYSO), Elementary String Orchestra (ESO), and chamber ensembles, including recruitment, scheduling, site management and set-up, registration, management of supplies and materials, and volunteer coordination. These activities include, but are not limited to, auditions, rehearsals, concert series at the Forum Auditorium, concerto competition, and annual fundraiser.

2. Provide direct support to the ensemble directors through the various audition, rehearsal, and performance processes including the management of music library and folders.
3. Coordinate and organize collection of tuition and fees and financial aid applications.
4. Assist the Director of Education in the preparation of an annual budget.
5. Coordinate and organize volunteers in support of various concert and program activities.
6. Maintain and update the student database to ensure accurate records for tracking and reporting purposes. This includes registration, attendance, discipline, etc.
7. Serve as the communication liaison between the organization, directors, coaches, students, parents, and volunteers through regular messaging.
8. Work with the Director of Education to produce accurate and complete concert program books, marketing and recruitment materials, and social media content.
9. Attend Education Committee or Symphony board meetings upon invitation.
10. Working knowledge of music.
11. Other duties as assigned.

**Work Location:**

- Weekly rehearsals in Camp Hill, Monday evenings
- Concerts, committee meetings, and other meetings in Harrisburg, as scheduled, including some nights and weekends

The Harrisburg Symphony Association does not discriminate on the basis of race, color, religion, gender, sexual orientation, age, national origin, marital status, political affiliation, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor. The HSA does not tolerate discrimination or harassment based on any of these characteristics.

**To apply:**

Send a cover letter, resume, and list of three references to

Mark Hunsberger, HSO Director of Education, at [mark@harrisburgsymphony.org](mailto:mark@harrisburgsymphony.org).

No phone calls.