



Philharmonic Association Triangle Youth Music

Operations Assistant

Job Type: Part-time, 20 hours per week, some flexibility and opportunity for growth, \$20 per hour

Description of position: This position reports directly to the Executive Director and will serve a key role in our organization. This involves general operational assistance with auditions, rehearsals, performances and events. Duties will include equipment transport, ticket sales, marketing, audition scheduling, student intern supervision, volunteer and audience monitoring, database management, general communication with families and musicians, and other duties as assigned. Some evening and weekend work will be required.

Preferred Qualifications: Strong communication and organizational skills, ability to solve problems creatively and work independently, must have vehicle and valid drivers' license, and the ability to lift up to 30 pounds. The ideal candidate will have a passion for music and a Bachelor's degree.

Application Process:

Please send resume and cover letter to: Executive@philharmonic-association.org by July 25th, 2022. Please include "Operations Assistant Application" in the subject line. Finalists will be interviewed via Zoom.

About the Philharmonic Association:

The Philharmonic Association is a multi-level youth music education organization currently sponsoring 5 youth orchestras, 3 youth jazz bands and 3 chamber music groups.

Mission-

The mission of the Philharmonic Association is to educate the next generation in great classical and jazz music through ensemble performance, while encouraging appreciation, community participation, and support of these activities.

Vision-

The vision of the Philharmonic Association is to set the standard in our country for providing a comprehensive array of classical and jazz ensemble opportunities for young musicians, while at the same time leading our peers in growing and sustaining a culture of diversity, inclusion and accessibility in the arts.

Values-

Respect: We strive to foster a culture of respect by creating a supportive environment where young musicians and artistic staff exhibit respect for each other and the music.

Collaboration: We value the enrichment and creativity found in partnering with other youth arts organizations.

Excellence: We encourage a pursuit of excellence by young musicians as they strive to reach their personal best.

Diversity and Inclusion: We value the benefit that diversity brings to our organization and will make every reasonable accommodation as we ensure an inclusive environment for our young musicians, staff, and audiences.

Integrity: We believe a culture of accountability will produce individuals with high integrity whose character and professionalism are admirable, and whose musical interpretation is honest and authentic.

The Philharmonic Association is an Equal Opportunity Employer and encourages applicants that come from backgrounds that reflect the vibrant diversity of our community.