

SAN DIEGO YOUTH SYMPHONY AND CONSERVATORY

Job Title: Production Assistant
Reports to: Production and Operations Manager
Status: Part-time, non-exempt

The San Diego Youth Symphony and Conservatory (SDYS) instills excellence in the musical and personal development of students through rigorous and inspiring musical training experiences. Students have the opportunity to rehearse and perform through the Conservatory Programs, traditional ensemble experience with weekend rehearsals throughout the school year. Additionally, SDYS strives to make music education affordable and accessible to all. It is advancing this vision in part through its Community Programs, which provide beginning music education to students.

The Production Assistant reports to the Production and Operations Manager for the many and varied jobs that contribute to the smooth running of rehearsals, events and concerts.

Rehearsals, Events and Concerts

- Set up the rehearsal rooms for all ensembles every Saturday and/or Sunday including seating and stands and ensure student safety at all times. Enlist students and parent volunteers in the setup and breakdown where possible.
- Set up other equipment and instruments according to schedules.
- Move music equipment to other buildings and spaces as needed.
- Distribute music under the guidance of the Music Librarian.
- Copy and prepare music requested by students.
- Check out instruments and process broken instruments under the guidance of the Instrument Librarian.
- Assist with all elements of concert production at dress rehearsals and concerts including loading and unloading instruments, stage setup and student supervision.
- Attend events and work on all aspects of physical setup and teardown for the event.

Other duties as assigned by the Production and Operations Manager.

Qualifications

- Physically able to move heavy loads.
- Availability to work Saturday and/or Sunday during the rehearsal season.
- Availability to work other weekends for concerts and events.
- Personable and able to deliver effective customer service to students, parents and artistic faculty.
- Able to follow directions and also work independently.
- Spanish speaking preferred, but not required.
- Knowledge of orchestral and band instruments as well as the ability to understand music notation, including orchestral scores and part distribution, is highly preferred.
- High school diploma or GED required; some college preferred.

This is a part-time position that requires regular weekend availability. To apply, please email a current resume and cover letter to hr@sdys.org.