

SAN DIEGO YOUTH SYMPHONY AND CONSERVATORY

Job Title: Conservatory Program Coordinator
Reports To: Associate Director of Conservatory Programs
Supervises: Program Assistant
Status: Full time, non-exempt

The San Diego Youth Symphony and Conservatory (SDYS)'s mission is to instill excellence in the musical and personal development of students through rigorous and inspiring musical training experiences. SDYS has a 71-year history of setting the region's highest standards for excellence in music education. We have seen that student adherence to high standards, self-discipline, and teamwork required for musical success provide unparalleled training for future success in any field or educational path. As a result, SDYS is devoted to being a catalyst for community investment in student achievement through music.

The Conservatory Program Coordinator is responsible to the Associate Director of Conservatory Programs and also works closely with the artistic faculty and other administrative staff. The Conservatory Program Coordinator manages the database, assists with the registration and administration of all conservatory programs, and communicates with families. Conservatory programs include large ensembles, chamber music, music theory classes, student mentors, sponsored lessons, Music Institute, International Youth Symphony, concerto competitions, and more.

Program Administration and Implementation

- Support the Associate Director of Conservatory Programs in the annual design and implementation of all conservatory programs.
- Facilitate conservatory programs through tasks including but not limited to:
 - Propose supplemental program timelines and budget
 - Suggest improvements, revisions, and new ideas to enhance existing programs
 - Process and reconcile deposits, tuition, and registration fees
 - Maintain accurate ensemble and class rosters
 - Prepare certificates for student achievement
 - Prepare and compile recital program information
 - Review student lists for concert program book
 - Maintain student interest list, music teacher list, and carpool list
 - Facilitate artistic planning meetings with conductors, teaching artists, students and families when necessary.
- Coordinate with Conservatory Program conductors for sectionals, coaches, and teaching artists to facilitate Conservatory Program offerings.
- Liaise with database programmer on all automated absence features; follow up with families who approach or exceed the attendance limits.
- Supervise Program Assistant in administration of attendance of conservatory programs, roster preparation, volunteer service sign ups and tracking, support for financial aid families, and other projects.
- Be cross-trained in all of the Program Assistant's duties.
- Maintain data accuracy in the database and generate reports on student numbers, tuition, and other information as needed. Liaise with database representative to develop and implement new features into the system.

- Check in students at concerts and/or dress rehearsals and work with parent chaperons during concerts.
- Prepare notes and reports for monthly board meeting.
- Attend weekly team meeting or other meetings as assigned to share relevant information to SDYS team.
- Interact with SDYS students and families at weekend rehearsals at least twice per month.
- Attend monthly Cultural Partnership meetings and relay pertinent information at team meetings.

Student Enrollment

- Prepare online registration forms based on the revision of the Musicians' Handbooks, including financial aid applications, commitment forms, and other relevant documents.
- Process all registrations starting in April in a timely manner and prepare the audition process with program staff for June and August audition cycles.
- Maintain clear and prompt communication with returning and prospective families throughout the registration process.
- Organize auditions for 600+ students and communicate results to families according to the annual registration timeline.
- Prepare audition rosters for conductors.
- Enter accurate placement of all auditions into the database, notify families with placement results, and produce new season rosters according to audition results.
- Work with the Deputy Director to award financial assistance to approved students.
- Collect, process, and deposit tuition fees.
- Process any refunds and payment plans that have been approved by the Deputy Director.

Communication

- Compile information and communicate with families every Thursday through the Weekly Update, an email newsletter with information about rehearsals, ticket offers, road closures, and other pertinent information.
- Communicate with individual ensembles regarding changes to rehearsals, and with families about events.
- Answer family emails and phone calls promptly and relay relevant information to other staff members when necessary.
- Coordinate website updates with marketing staff.
- Coordinate with conductors and office admin staff about rehearsal and roster changes.
- Communicate with students and families regarding student progress and concerns.

Other duties as assigned by the Associate Director of Conservatory Programs.

Qualifications

- Keen attention to detail and highly organized.
- Strong communication skills.
- Ability to work well with staff and families; sensitivity to diverse and under-served families.
- Strong sense of integrity and collaboration.
- Knowledge of and experience with instrumental music required; classical music preferred.

- Ability to work in a fast-paced environment and adapt to change.
- Comfortable using Microsoft Word and Excel plus Google applications, and ability to quickly learn other programs and applications.
- Typing speed of at least 50 wpm.
- Some database experience preferred.
- Second language skills preferred in Spanish, Mandarin Chinese, Korean, or Japanese.
- College degree required.

This is a full-time position with regular hours Monday through Friday, plus some weekends and evenings with a schedule to be determined with the supervisor. We will begin reviewing applications on May 8, 2017. To apply, send an email with a current resume and thoughtful cover letter to hr@sdys.org.