

## **SAN DIEGO YOUTH SYMPHONY AND CONSERVATORY**

**Job Title:** Production Assistant  
**Reports To:** Production and Operations Manager  
**Status:** Part-time, Non-exempt

### **About this Position**

The San Diego Youth Symphony and Conservatory (SDYS) is seeking a part-time Production Assistant to provide a welcoming atmosphere at rehearsals and to contribute to the smooth running of rehearsals, events, and concerts. S/he will have a can-do attitude, provide excellent customer service, and be committed to our core values of inclusiveness, personal achievement, and community leadership.

### **About the San Diego Youth Symphony**

SDYS' mission is to instill excellence in the musical and personal development of students through rigorous and inspiring musical training experiences. We do this through both our traditional youth symphony programming (Conservatory Programs) and our neighborhood-centered programming (Community Programs). We know firsthand that education, social, community, and personal transformations happen when music is taught collaboratively and with excellence. Our vision is to make music education accessible and affordable for all.

### **Position Responsibilities**

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. S/he is responsible for the following:

- Set up the rehearsal rooms for all ensembles every Saturday and/or Sunday, including chairs and stands, and ensure student safety at all times. Enlist students and parent volunteers in the setup and breakdown when possible.
- Set up other equipment and instruments according to schedules, and move music equipment to other buildings and spaces as needed.
- Welcome students, families, and visitors to rehearsals and answer questions.
- Copy, prepare, or distribute music under the guidance of the Music Librarian.
- Check out instruments or instrument supplies, process broken instruments, or receive donations 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**

- Personable and able to deliver effective customer service to students, parents, visitors, and artistic faculty.
- Positive attitude and pro-active problem solver.
- Able to follow directions and also work independently.
- Able to lift and move equipment weighing up to 40 pounds in/out of trucks and across rooms/buildings for rehearsal and event needs.
- Availability to work Saturday and/or Sunday during the rehearsal season.
- Availability to work other weekends for concerts and events.

- Knowledge of orchestral and band instruments as well as the ability to understand music notation, including orchestral scores and part distribution, is strongly preferred.
- Spanish speaking preferred.
- High school diploma or GED required; some college preferred.

This is a part-time position that requires regular weekend availability. To apply, send an email with a current resume and thoughtful cover letter to [hr@sdys.org](mailto:hr@sdys.org).