



Job Title: **Program Assistant**  
Reports to: Conservatory Program Coordinator  
Employment Status: Full-time at 30+ hours/week, non-exempt

### **About this Position**

The San Diego Youth Symphony and Conservatory (SDYS) is seeking a part-time Conservatory Program Assistant to support the registration and administration of Conservatory Programs and to communicate with families. S/he will prioritize and balance many responsibilities in a fast-paced environment and be committed to our core values of inclusiveness, personal achievement, and community leadership.

The Conservatory Program Assistant is responsible to the Conservatory Program Coordinator. Conservatory programs include 13 large ensembles plus supplemental programs such as chamber music, music theory classes, student mentors, sponsored lessons, International Youth Symphony, concerto competitions, and more. We have approximately 600 students ages 7-25 enrolled in these programs.

### **Administrative Responsibilities**

Provide administrative support to the Conservatory program team, including student registration, attendance and communication to all Conservatory program families and staff. Duties include:

#### Program Support

- Prepare and maintain ensemble rosters for rehearsals and concert programs.
- Maintain various lists including student interest, music teachers, carpool, and family emails; communicate information as needed.
- Create online sign-up forms for competitions and ticket offers, and process applications as well as recognition certificates for competitions, classes, and lessons.
- Assist the Conservatory Program Coordinator with the registration and audition process.
- Provide phone support to staff and send text reminds to families.
- Prepare online volunteer sign ups and keep track of volunteer services.

#### Financial, Reporting & Database Responsibilities

- Collect, process, and reconcile deposits, tuition, and registration fees.
- Process approved refunds, payment plans, and check requests.
- Prepare reports on student numbers, tuition payments, and other demographics.
- Prepare and maintain tuition assistance award receipts and volunteer agreements.
- Maintain the Student Management System (SMS) by entering new and updated information.
- Assist the Conservatory Program Coordinator with implementing new features into the database.

### Rehearsal & Concert Support

- Actively engage families, students, and visitors at rehearsals at least two weekends/month and share observations with the conservatory team.
- Reconcile weekly attendance records and communicate with families as appropriate.
- Organize weekend rehearsal bulletin boards.
- Keep ensemble rehearsal and concert calendars up to date.
- Provide weekend family engagement, assistance, and support.
- Check in students at concerts and work with parent volunteers during concerts.

Other duties as assigned by the Conservatory Program Coordinator.

### Qualifications

- Keen attention to detail and highly organized.
- Cash handling/receipt experience.
- Experience in an office setting and with office equipment.
- Proven ability to engage families from diverse backgrounds.
- Comfortable using Microsoft Word and Excel plus Google applications.
- Typing speed of at least 50 wpm; database experience preferred.
- Spanish speaking preferred, but not required.
- Knowledge of and experience with instrumental music preferred.
- High school diploma or GED required; some college preferred.

### Additional

This position requires sitting at a desk or workstation, walking, standing, climbing stairs, hearing, speaking, being able to lift up to 25 lb. and able to drive to locations pertaining to organizational operations. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire. This is a full-time position with work responsibilities on weekends and/or evenings according to the season calendar.

*Does this sound like you? If so, we'd love to meet you. Email your resume and a thoughtful cover letter to [hr@sdys.org](mailto:hr@sdys.org).*

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

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), our neighborhood-centered programming (Community Programs) and early childhood music education classes. 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.