



**DES MOINES SYMPHONY  
YOUTH ORCHESTRAS**

**MANAGER**

**Des Moines Symphony Youth Orchestras**

**JOB DESCRIPTION**

**Position Title:** Des Moines Symphony Youth Orchestras Manager

**Reports to:** Symphony Academy Managing Director

**Supervises:** n/a

**Position Summary/Part-Time**

The Des Moines Symphony Academy is seeking an experienced arts administrator and/or music educator to serve as Manager for the Des Moines Symphony Youth Orchestras.

**Position Duties and Responsibilities**

- Provide overall operational support for the Des Moines Symphony Youth Orchestras: Preludio Strings, Youth Sinfonia, Youth Philharmonic and Youth Symphony
- Attend and carryout logistical needs for all Youth Orchestras rehearsals and concerts, including but not limited to rehearsal/concert set-up/tear-down, signage, music preparation and correspondence with Youth Orchestras musicians and parents
- Serve as key communication liaison between Symphony Academy, Youth Orchestras Conductors and Youth Orchestras families
- Work with Academy Managing Director and Youth Orchestras Conductors to schedule, recruit and facilitate Youth Orchestras annual auditions, including additional auditions throughout the season as needed
- Create and maintain Youth Orchestras musician rosters, contact database, attendance lists and rehearsal/concert schedules
- Assist Symphony Music Librarian to carry-out all music preparation needs
- Provide support to Academy Managing Director for the creation of all Youth Orchestras promotional materials and concert programs
- Assist with planning of Youth Orchestras special performance events and any scheduled regional trips and/or tours
- Coordinate annual Youth Symphony Concerto Competition and Youth Concerts Side-By-Side performances with the Des Moines Symphony
- Work with Academy Managing Director and Youth Orchestras Conductors on the creation and implementation of a strategic plan for effective student recruitment, retention and natural matriculation within the Youth Orchestras program
- Schedule and provide facility support for Youth Symphony sectional coaching sessions with Des Moines Symphony musicians, including coach confirmations and arranging rooms for sectionals
- Work with concert venue personnel to secure needed concert equipment

**Ideal Candidate Will Be**

- Music Education degree graduate
- String specialist on violin, viola, cello or double bass
- Punctual, detail oriented and have the ability to multi-task
- Excellent written and verbal communication skills
- Keen interest in learning how to administer a progressive Youth Orchestras program
- Background knowledge in orchestral music, instrumentation and general rehearsal and performance procedures
- Ability to work both independently and as a member of a team

**Compensation**

This is a part-time position with an average of 10-15 hours per week. No benefits.

**ABOUT THE DES MOINES SYMPHONY YOUTH ORCHESTRAS**

The Des Moines Symphony Youth Orchestras builds upon the musical instruction students receive through their private lessons and school music programs by providing talented and motivated instrumental students in Grades 1-12 with the opportunity to become accomplished musicians through musical study and memorable performances taught, directed and mentored by recognized professional musicians and educators.

The Des Moines Symphony Youth Orchestras is comprised of four ensembles: Preludio Strings, String Orchestra/Grades 1-4; Youth Sinfonia, String Orchestra/Grades 4-6; Youth Philharmonic, String Orchestra/Grades 7-9 and Youth Symphony, Full Symphonic Orchestra/Grades 10-12; each of which rehearse on a weekly basis and present two to four concerts per season.

Youth Symphony & Preludio Strings rehearsals – Mondays, 4:30-6:00pm, The Temple for Performing Arts  
Youth Sinfonia & Philharmonic rehearsals – Tuesdays, 4:30-6:00pm, The Temple for Performing Arts

In cooperation with school music and home study programs, the Des Moines Symphony Youth Orchestras will encourage and inspire students while building and nurturing collegial relationships. The Des Moines Symphony Youth Orchestras will provide an opportunity for students to pursue excellence and achieve their musical goals; performing, appreciating and preparing a strong foundation for a lifetime of great music.

**APPLICATION PROCESS**

Please submit a cover letter and résumé to:

Joshua Barlage  
Managing Director  
Des Moines Symphony Academy  
The Temple for Performing Arts  
1011 Locust Street, Suite 400  
Des Moines, Iowa 50309

Or via email to: [joshua@dmsymphony.org](mailto:joshua@dmsymphony.org)

Applicant screening process to begin immediately.

Visit us at: [www.dmsymphony.org](http://www.dmsymphony.org)