



## The Houston Youth Chamber Orchestra

1011 Heights Blvd  
Houston, TX 77008

# Artistic Manager

August 2024 employment begins

## OVERVIEW

Assist the Houston Youth Chamber Orchestra as the Artistic Manager of 3 youth orchestras in the program. Oversee operations and management among other promotional duties.

## RESPONSIBILITIES

1. Open and close rehearsals each week on Sunday evenings as listed on the 2024-2025 [www.hycomusic.org](http://www.hycomusic.org) calendar. Oversee rehearsals from 5:45-7:45pm at Houston Saengerbund, 1703 Heights Blvd. The Artistic Manager will arrive at 5:00pm; possibly 4pm if chamber music rehearsals occur, to set up chairs for rehearsal, adjust lights, secure/unlock facility at 5:30pm for all students, and close rehearsal/lock up after the 7:45pm end to rehearsal among other duties.
2. Send out weekly e-blast to each orchestra student to inform them of the agenda and preparation for the following rehearsal. Attach [colleenmatheu@hotmail.com](mailto:colleenmatheu@hotmail.com) to all e-mails sent on behalf of The Houston Youth Chamber Orchestra.
3. Organize (copy) and distribute all fall and spring semester (June Summer Institute possibly) repertoire to students at designated pickup day and time. Other librarian skills (filing and organizing repertoire before and after concerts, etc).
4. Organize formal concert "sign upgenius" for reception items and potluck socials for each orchestra.
5. Build all programs for formal concerts similar to past HYCO recital programs. Copy 75 programs for each orchestra section/audience.
6. Organize chair placement tests (blind audition) with each respectful orchestra conductor at least once/semester for Concert Orchestra, once/spring semester for Philharmonic and Symphonia.
7. Advertise through Constant Contact with e-blasts when new season information is posted and available.

- 
8. Communicate all necessary website updates and changes to webmaster, Mark Sternfels.
  9. Update website as able to adjust as information becomes available throughout the season.
  10. Record and post all formal concert works on HYCO YouTube site through Google Drive.
  11. Other duties as they become applicable.

## **Qualifications**

Bachelor's degree required.

Basic computer skills necessary (Chrome docs, etc.)

Motivated and strong initiative, creative, enthusiastic, focused and attention to detail required.

Ability to prioritize, multi-task, work independently with efficiency and productivity.

Excellent interpersonal skills; must be adept at working collaboratively with staff conductors, interns, volunteers, parents, students, etc.

Excellent verbal and written communication skills.

Must have reliable transportation and personal computer resources to maintain HYCO website, e-blasts, etc.

Knowledge/degree in music/arts management, preferred but not required..

Report to Executive Director, Colleen Johnson

Wage/hour: Based upon experience and credentials. Estimation between \$20-\$30/hour, Mostly part time work but more full time after training 24-25 season; estimate 10-15 hours/week to begin and 15+ in 25-26 season

**\*\*Please send cover letter, resume, and 2 referrals to Colleen Johnson at [hyco@hycomusic.org](mailto:hyco@hycomusic.org) to submit your interest in this position.\*\***