



# CALIFORNIA YOUTH SYMPHONY

## OPERATIONS MANAGER

California Youth Symphony (CYS) seeks a detail-oriented and self-motivated Operations Manager to join a dynamic team to oversee orchestra operations consisting of 7 ensembles.

### ABOUT CALIFORNIA YOUTH SYMPHONY

Founded in 1952, CYS has grown from a single orchestra to include an associate orchestra, as well as two string ensembles and three wind ensembles. We now have over 400 young musicians, representing nearly 100 Bay Area schools participating in our invaluable programs each year. Our international tours for young people have earned rave reviews from critics and audiences alike. We offer first-rate concerts to surrounding communities at no cost. For more information, please visit [www.cys.org](http://www.cys.org).

### POSITION SUMMARY

The Operations Manager is accountable for all aspects of the orchestra's artistic operations, including the organization's master calendar, venues, rehearsal and concert production, and hiring of professional musicians as coaches. An ideal candidate will thrive in relationship building, balancing multiple priorities, managing a detailed budget, and working collaboratively with students, parents, colleagues, and the community. The Operations Manager reports to the Executive Director.

### ESSENTIAL FUNCTIONS

- With the Executive Director and Artistic Director, develop and monitor the organization's \$1.3 Million budget for programming, production, and touring activities;
- Plan and administer all production activities of the ensembles, including facility and equipment rental, staging requirements, logistical arrangements, summer camps, and auditions;
- Develop and implement a master music operations calendar
- Assist the ED in implementing and maintaining CYS policies;
- Support Artistic Directors as needed;
- Manage electronic media/recording projects and library operations;
- Oversee the activities of the student-led Musicians' Council
- Help manage the CYS website and social media accounts;
- Manage and collaborate with parent volunteers
- Perform other duties as assigned.

### QUALIFICATIONS

- 5-10 years of operations management preferred;
- Superb organizational, written, and verbal communication skills;
- Excellent collaboration and interpersonal skills;
- Experience managing budgets;



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- Knowledge of symphonic music;
- Strong experience working with Google Workspace, Excel, Salesforce, and Adobe
- Skilled at handling sensitive and confidential information
- Working knowledge of non-profit compliance and best practices
- Ability to work evenings and weekends for rehearsals, performances, and events;
- Physically transport equipment and boxes (up to 20 pounds) to performances and events

## **SALARY AND BENEFITS**

Full-time exempt position with a salary between \$67,000 - \$70,000 DOE. This is a hybrid position based in Palo Alto with in-person and virtual responsibilities. California Youth Symphony offers a generous vacation/benefits package including medical, dental, vision, and disability. CYS is an equal opportunity employer.

**To Apply:** Please send a cover letter and resume to [kiri@cys.org](mailto:kiri@cys.org); open until filled.