

## Youth Repertory Orchestra Student Ensemble Manager Position for the Preparatory School

Number of Jobs Available: 1
Time Commitment: <ul style="list-style-type: none"><li>• Saturdays, 12:30-3pm during the academic year</li><li>• 1 office hour per week (completed in person or remotely)</li><li>• 3 concerts per academic year</li></ul>
Supervisor: Cynthia Mathiesen, Large Ensembles Manager
Contact: <a href="mailto:cynthia.mathiesen@necmusic.edu">cynthia.mathiesen@necmusic.edu</a>

### Job Summary & Duties:

Assist the Large Ensemble Manager and NEC Preparatory School administration in maintaining operations of the large ensembles in the NEC Preparatory School. The Student Ensemble Manager will work with an ensemble and will act as a liaison between the NEC administration, the music director, students, and parents. The Student Ensemble Manager will also assist the Youth Repertory Orchestra under the direction of Ms. Cynthia Woods.

- Be present at all rehearsals/concerts to assist ensemble director and students, in conjunction with the Large Ensemble Manager, Cynthia Mathiesen.
- Maintain meticulous attendance records for the orchestra; follow up on absences with the Large Ensemble Manager.
- Maintain ensemble electronic communication.
- Maintain ensemble repertoire and ensemble bin; scan, print and prepare parts and scores as needed.
- Maintain records of percussion/auxiliary instruments needed for each concert cycle. Properly distribute at the beginning of the rehearsal and collect at the end of rehearsal for storage in the Expanded Education Office.
- Assist the Large Ensembles Manager as needed in the preparation and printing of stage diagrams, programs, and weekly ensemble rosters.
- Assist with setup for all ensemble rehearsals and concerts as needed.
- Must be detail-oriented, responsible, and have good attendance.
- Ability to work independently as well as a member of a team.
- Physical ability to set up and move equipment required.
- Familiarity with Google Workspace (Drive, Docs, Sheets, Gmail).
- Interested in the education and development of young musicians.
- Able to act as a role model for students and to show ease in demonstrating musical

passages on primary instruments if needed.

- Professionalism and ease around working with elementary/middle/high school students and families.
- Demonstrated creativity, positive energy and initiative.
- Demonstrated ability to work with confidential information and diverse populations.
- Must be able to remain calm within bustling environments.
- Other duties as assigned.

#### **Qualifications:**

- Strings, Winds, Brass, or Percussion experience is preferred.
- Teaching experience is preferred.
- Current Student Enrollment at the New England Conservatory
- The Student Ensemble Manager will be required to be present at all Youth Repertory Orchestra Rehearsals from 12:30-3pm during the academic year. Student Ensemble Managers will also be required to be present for concerts to assist ensemble director and students, in conjunction with the Large Ensembles Manager.
- Be an engaging mentor in the musical journeys of the students.
- Must be detail-oriented, responsible, and have good attendance.
- Must have availability for the Student Worker group meetings on the following dates:  
Friday, August 30th, 2024; 10-11:30pm *ORIENTATION FOR NEW STUDENT WORKERS ONLY*  
Friday, August 30th, 2024; 1:30-2:30pm Student Worker Staff Meeting  
Wednesday, October 16th, 2024; 5-5:45pm Student Worker Staff Meeting  
Wednesday, January 15th, 2025; 5-5:45pm Student Worker Staff Meeting  
Wednesday, March 12th, 2025; 5-5:45pm Student Worker Staff Meeting  
Wednesday, April 30th, 2025; 5-5:45pm Student Worker Staff Meeting

The position is compensated at \$15 per hour. The desired start date is 08/29/2024.

All students must complete payroll paperwork (W4, I9, etc.) in the Human Resources Office before beginning work for any NEC department. A CORI form must also be completed and returned to the Human Resources department.

#### **How to Apply:**

Please navigate to ADP, upload both cover letter and resume to the ADP job application and select the job you are applying for **“Youth Repertory Orchestra Ensemble Manager”**.