



Position Title: NEC Prep Youth Jazz Orchestra (YJO) Ensemble Manager

Department: Expanded Education

No. of Positions Available: 1

Compensation: \$15/hr

Hours: Saturdays, 2:50-5pm (rehearsals start at 3pm) during the academic year
Weekdays, 1 office hour per week (Tuesday to Friday), must be in-person
2 concerts per academic year

Dates: Sept. 6, 2025-May 23, 2026

Location: New England Conservatory (in person)

Supervisor(s): Peter Xu, *Program Manager – Large Ensembles*

Contact: peter.xu@necmusic.edu

Job Summary & Duties:

We are currently seeking an enthusiastic and dedicated individuals to join our team at NEC Expanded Education as Student Managers for NEC Prep Ensembles. In this role, you will provide vital administrative and operational support, and will act as a liaison between the NEC Prep administration, conductors, students, and parents.

Key Responsibilities:

- Be present at all rehearsals, sectionals, concerts and other ensemble-related activities to assist ensemble conductors and students.
- Assist ensemble personnel management and auditions, maintain meticulous attendance records and seating chart for the ensembles, and follow up on absences with the NEC Prep office.
- Assist music librarian works, including but not limited to maintain ensemble repertoire

and ensemble bin; prepare, scan, print, and distribute music parts and scores as needed.

- Assist the operations and concert productions, duties may include drafting concert memos and programs; creating stage diagrams, layout, and stage changes; assist stage crew with setups for rehearsals and concerts.
- Maintain records of percussion/auxiliary instruments need 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.
- Provide exceptional customer service, both in-person and through the Expanded Education email.
- Other duties as assigned.

Qualifications:

- Current student enrolled at the New England Conservatory, Jazz/CMA student preferred.
- Be willing to work to work during the weekends and nights.
- Strong interest in arts administration, student development, and youth music education
- Strong interpersonal and communication skills, with the ability to meet the needs of a fast-paced education and performing arts community.
- Knowledge of orchestral/chamber music repertoire.
- Experience managing and prioritizing multiple tasks and work both independently and as part of a team.
- Physical ability to set up and move equipment required.
- Committed to continuous improvement and growth.
- Ability to be flexible based on weekly team coverage needs.
- Previous administrative and ensemble management experience preferred.
- Candidates who can start during the first week of September are strongly preferred.

All students must complete payroll paperwork (W4, I9, etc) in the Financial Aid Office before beginning work for any department. A CORI form must also be completed.

Apply via the ADP job posting