

Expanded Education / Prep – Youth Jazz Orchestra (YJO) Ensemble Manager

No. of Jobs Available:	1
Supervisor:	Noah Stone; Program Manager – Large Ensembles
Contact:	Noah Stone via NEC Email (ns6356@necmusic.edu)

Job Summary & Duties:

We are currently seeking 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 charts for the ensembles, and follow up on absences with the NEC Prep office.
- Assist in music librarian work, including but not limited to: maintain ensemble repertoire and ensemble bin; prepare, scan, print, and distribute music parts and scores as needed.
- Assist in operations and concert productions.
- Duties may include drafting concert memos and programs; creating stage diagrams, layout, and stage changes; assisting stage crew with setups for rehearsals and concerts.
- 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.
- Provide exceptional customer service, both in-person and through the Expanded Education email.
- Other duties as assigned.

The position will begin 9/8/2026 and compensation is \$15/hour.

Qualifications:

- Current student enrolled at the New England Conservatory.
- Willingness 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 working 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.

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

How to Apply:

Apply to the ADP job posting **AND** submit a resume and cover letter

Additional Information:

All students must complete payroll paperwork (W-4, I-9, etc.) in the Human Resources Office AND submit a CORI form through the Human Resources office before beginning work for any Prep department.