



Program Assistant

This position is important to ongoing operations by providing support for the core office staff. We are seeking someone with musical background who has office-related skills, as well as experience in either a music organization or non-profit. ESYO is a long-running youth orchestra organization. It was founded in 1934 to provide opportunities for children and youth to learn a stringed instrument, and play in an appropriate-level ensemble. There are five levels of orchestra, with highly qualified and experienced teachers and conductors.

<https://www.esyorchestras.org>

Program assistant duties:

- Maintain regular office hours as agreed upon with ED.
- Answer phones, take messages, and help visitors when needed or requested.
- Work with other office staff to help coordinate specific programs, such as String Academy classes, private lesson scholarships, instrument rentals.
- Assist with all events and concerts as needed.
- Help in rehearsals when needed if time allows.
- Work with ED to coordinate attendance, communicate with teachers, and prepare materials for outreach concerts and other community events as needed.
- Help coordinate and assist with development tasks and events as requested.
- Attend appropriate staff and board meetings as requested.
- Provide written reports to ED when requested.
- Other administrative and/or program work assigned by the ED.

Compensation: This is an hourly position with rate dependent on experience.

If interested, please send cover letter, references and resume to: holly@esyorchestras.org