



## Administrator Position (open January 2012)

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### About LYS:

The Longmont Youth Symphony (LYS, [www.LongmontYouthSymphony.org](http://www.LongmontYouthSymphony.org)) is a non-profit orchestra dedicated to working with young musicians in the St. Vrain Valley and surrounding areas. LYS helps young musicians to develop and expand their musical abilities through its rigorous creative programs in an encouraging environment. LYS members have an opportunity to learn, entertain, educate, and promote music within the community through numerous performances, while forming lasting friendships and cultivating a life-long desire and ability to excel. As we celebrate our 15th year of service, LYS completed its 2010-2011 year with an outstanding year-end concert, worthy of a thriving and dynamic youth orchestra under the leadership of outstanding music directors. Our vision for the next 3-5 years is to grow this unique local tradition and increase our impact on the community through increasing enrollment, expanding needs and merit-based scholarships, implementing mentor programs and attracting membership from a broader area.

### About the Position

LYS seeks candidates for a part-time Administrator to help us sustain and grow our organization. The Administrator reports to the LYS Board of Directors and works closely with the board and volunteers. Responsibilities include organizing and participating in all aspects of the LYS operations, managing LYS resources, coordinating and communicating with key stakeholders (students, parents, volunteers and music directors). The Administrator serves as the main contact for the LYS and as the "go-to" person for LYS parents.

In addition to being a key part of the success of LYS, the candidate will have ample opportunities to interact with the local music and non-profit community, hone their people and fundraising skills and be part of a constantly changing and dynamic organization that makes a positive impact on students' lives.

This is a part-time position, requiring approximately 500-600 hours per year, depending on experience. The flexible schedule revolves around 8-10 LYS events per season and monthly LYS board meetings. The salary range is \$7,500-10,000 per year, depending on qualifications. Potential for growth depends on LYS membership, financial health, and overall success of the organization.

### The Ideal Candidate:

- Has excellent interpersonal skills and the ability to work with individuals of diverse backgrounds.
- Has excellent communication skills, including writing, proofreading and public speaking.
- Can organize and manage multiple projects working with volunteers and board members.
- Is able to accomplish projects with little supervision and limited resources.
- Has understanding of community outreach and marketing via social media.
- Is proficient in Microsoft Word and Excel, e-mail, newsletters, and web searches.
- Has a Bachelor's degree or relevant work experience, such as event organizing, non-profits administration, office management, fundraising, etc. (desired but not required).
- Is willing to submit to and can pass a background check.

**To apply, please e-mail cover letter, resume and references to:**  
[info@longmontyouthsymphony.org](mailto:info@longmontyouthsymphony.org)

## Summary of Duties:

### Administrative

- Field all phone calls for LYS
- Coordinate parent volunteers
- Maintain correspondence with families
- Distribute schedule and other appropriate information to membership
- Attend monthly Board meetings, assist Board Chair with duties
- Maintain phone rosters for membership and Board
- Collect tuition, maintain records and submit required information to the Treasurer
- Assist the Treasurer in preparing annual budgets and financial reports
- Make all bank deposits, pay all accounts payable
- Provide scholarship applications on request and bring to Board for review.
- Store all supplies and maintain files, work with the board IT person to maintain Google Apps
- Attend LYS rehearsals and special committee meetings, as necessary
- Assist LYS Board in hiring ensemble music instructors

### Rehearsals, Concerts and Events (in coordination with the Board and Music Directors)

- Schedule auditions for new members and notify musicians of outcome
- Organize and conduct yearly parent meeting
- In coordination with Music Directors Schedule and confirm LYS rehearsals and performances
- Arrange and contract space for concerts, rehearsals and special events
- Produce concert programs and tickets
  - Staff ticket sales at concerts
  - Arrange for concert CD orders and deliveries
  - Liaison with Longmont Symphony Orchestra
  - Provide ushers for LSO concerts
- Plan, schedule, recruit & manage volunteers for regular and special events including but not limited to:
  - Notes and Noodles family concert
  - Annual silent auction
  - LYS participation in Oktoberfest, Art Walk, Duck Race and other community events
  - Year-end family picnic
  - -Retreats as approved by the Board (together with the Retreat Supervisor)

### Marketing, Outreach and Fundraising (together with the Board)

- Liaison with webmaster to keep website accurate and up to date
- Maintain e-mail list for outside stakeholders and subscribers other than membership
- Produce and distribute year-end surveys for membership
- Coordinate with media buyer and produce advertisements
- Research grant opportunities, write and submit grant applications
- Represent LYS at various external functions, including grant related functions
- Research and organize LYS participation in other fundraising opportunities