

Job Description: Administrative Assistant & Music Librarian

ABOUT OAKLAND YOUTH ORCHESTRAS

The mission of Oakland Youth Orchestras (OYO) is to inspire young people, through the power of music, to become outstanding musicians, individuals, and leaders. OYO, an educational nonprofit, advances this mission by giving over 300 elementary to high school student musicians in southeast Michigan, of all socioeconomic backgrounds and abilities, the opportunity to perform in our orchestras, and to discover and nurture their passions for music. OYO is made up of a four-tiered orchestra system: Studio Strings (grades 2-7), String (grades 3-9), Philharmonia (grades 6-12), and Symphony (grades 9-12). OYO's annual season runs from September to May. Each season, all OYO students attend weekly rehearsals and perform in three concerts. For more information, please visit www.oyomi.org.

JOB SUMMARY

Oakland Youth Orchestra (OYO) seeks an Administrative Assistant & Music Librarian. This position will work closely with the Executive Director to support all OYO events and programming, draft communications to member families, and to gather and distribute sheet music for each concert. An ideal Administrative Assistant & Music Librarian will have a passion for music education, strong communication skills, administrative experience, and some familiarity with music terminology.

This position is classified as salaried, non-exempt under the Fair Labor Standards Act and applicable state and local laws. This is a year-round position that ranges from 5-15 hours per week, with the exception of several periods during the year that will require up to 40 hours per week. This position does not include employee benefits. The salary range is \$10,000-\$15,000 annually, depending on experience. This is a hybrid position with in-person and virtual responsibilities.

To apply for this position, please email a resume, cover letter, and three professional references to applications@oyomi.org.

ESSENTIAL FUNCTIONS

Administrative Tasks

- Work with the Executive Director, draft and send weekly emails and communications to member families and update the member homepage on a weekly basis.
- Coordinate and lead Solo & Concerto Competition and merit award program logistics.
- Have an in-person presence at orientation parent meeting, and all dress rehearsals and concerts.
- Work with OYO conductors, create the audition schedule and draft and send all audition-related communications to auditioning students.
- Prepare and send audition result mailing.
- Coordinate volunteers for auditions and events.
- Perform other tasks as required.

Music Librarian

- Communicate with conductors to receive concert repertoires and gather music in advance of each concert cycle.
- Procure and copy music to distribute to students and orchestra managers at orientation meetings and dress rehearsals for each concert cycle.

- Responsible for applying for music licensing and following up on related communications.

MINIMUM REQUIREMENTS

- Experience in office work and administration.
- Able to efficiently use a computer and GSuite.
- Ability to effectively communicate with a variety of stakeholders, both verbally and in written form.
- Ability to work within defined timelines and meet deadlines.
- Proficient in video conferencing platforms like Zoom.
- Proficient in Word, Excel, and mail merging
- Proficient in WordPress.
- Able to work in-person and virtually as required.

ADDITIONAL PREFERRED QUALIFICATIONS

- Knowledge of music terminology.

To apply for this position, please email a resume, cover letter, and three professional references to applications@oyomi.org.