Youth Music Monterey County seeks a dependable and responsible Program Assistant to support the Program Manager. The position is part-time (15-20 hours/week) with some flexibility in scheduling. Salary is commensurate with experience.

Position summary:

The Program Assistant helps the Program Manager with program activities such as orchestra auditions, rehearsals and concerts; student registration; and other events. Tasks include assistance with music reproduction and distribution; rehearsal coordination, including setup and takedown; attendance keeping; assisting the conductor; communications with parents and students; creating a positive and ordered rehearsal environment; assisting with the production of orchestra, chamber and South County Strings performances; assisting South County Strings music instructors with student registrations and instrument rentals; organizing instrument inventory, and other program tasks that may arise from time to time.

Hours: 15/wk

- Attends weekly orchestra rehearsals to set-up and take-down, answer questions, assist coaches and conductor, supervise students, helps to track attendance
- Assists with music librarian tasks (i.e. copying, filing, scanning music)
- Helps with instrument inventory including record keeping, instrument repair and distribution
- Assists with volunteer coordination
- Assists with transport of equipment for concerts/events
- Assists with South County Strings registration/instrument rental activities
- Supports and maintain relationships with school band directors, private music instructors, and members of the arts community

Qualifications and Requirements

- Available to work Wednesdays until 9:00 p.m., occasional other evenings and weekends as needed; (weekend concerts 3-6 times/year)
- Car and personal insurance coverage; occasional travel between Monterey and South County is required.
- Ability to communicate effectively and interact positively with students, parents, staff, donors, board members, general public, etc.
- Ability to organize and prioritize work
- Music background/interest is a definite plus.
- High school diploma required; continuing education preferred.
- Experience with computers and general office software, including Microsoft Word and Excel. InDesign software and FileMaker Pro database experience a big plus.

*No Phone calls please. Background check and fingerprinting required. Please e-mail cover letter, resume and references, send as one attachment (pdf preferred) to: office@youthmusicmonterey.org*

*For more information, about YMMC, visit our website at: www.youthmusicmonterey.org*