



## **Youth Orchestra Assistant (Part-Time)**

The Youth Orchestra Assistant is responsible for the coordination and promotion of the South Dakota Symphony Youth Orchestra. This is a collaborative role working with SDSO operations staff and SDSYO artistic staff to support the growth and execution of the program. The Youth Orchestra Assistant is highly organized and an expert communicator, serving as the primary point of contact for SDSYO families.

The South Dakota Symphony Youth Orchestra (SDSYO) ensembles are designed to enhance the musical and performance abilities of K–12 students. The SDSYO is comprised of four ensembles: Prelude Strings, Sinfonia, Philharmonia, and Youth Orchestra. The SDSYO ensembles rehearse weekly and perform 2–3 times annually. The Youth Orchestra will embark on a tour to Los Angeles in June 2027.

This position reports to the Concert Operations Manager and works closely with the SDSYO Music Director and Philharmonia Conductor. This position will also work with SDSO Musicians, SDSO Staff, and Augustana University School of Music Staff.

### **RESPONSIBILITIES**

- Work closely with the Concert Operations Manager, SDSYO Music Director, Executive Director, and Artistic Operations Director to execute the long-range vision for all SDSYO programs.
- Execute all communication for the SDSYO as the primary point of contact for students, teachers, and families via group and individual correspondence to distribute information and answer questions.
- Manage all SDSYO rehearsals and concerts, including attendance and any required record-keeping.
  - Set up all rehearsal and performance spaces, including moving and striking chairs, music stands, large instruments, and other equipment, providing the best possible working conditions for musicians on and offstage, and anticipating and managing logistics.
  - Recruit and oversee student helpers for rehearsal and concert set-up.
- Coordinate youth orchestra in the annual side-by-side concert with the SDSO.
- Assist Concert Operations Manager with managing the Sounds of Summer tour to Los Angeles in June 2027. Travel on tour with the youth orchestra.
- Scan and prepare music for all SDSYO rehearsals.
- In coordination with Concert Operations Manager, schedule and contract guest artists for sectional and conducting work as needed.
- Create and publish social media posts to promote the SDSYO.
- Create and disseminate recruitment materials.

### **Qualifications:**

- Internal motivation and the ability to work independently and with a team.
- Demonstrates interpersonal skills with ability to mitigate and solve problems.
- Ability to work with children/students and create a positive environment.
- Computer proficient; comfortable with Microsoft 365 (Word, Excel).
- Strong organizational and planning skills.
- Exceptional written and verbal communication skills.
- Willingness to work evenings and weekends.

- SDSYO rehearsals are Sunday afternoon/evenings (Youth Orchestra) and Monday evenings (Prelude Strings, Sinfonia, Philharmonia).
- Administrative work will be primarily from your home, except for meetings and SDSYO rehearsals and concerts.
- Familiarity with orchestral operations or related experience preferred.
- Working knowledge of orchestral instruments and procedures preferred.
- Must be able to travel overnight for youth orchestra tours.
- Able to lift, carry, and move up to 50 lbs.
- Valid South Dakota driver's license and good driving record.

#### **Compensation and Benefits:**

- Hourly compensation range is \$19–20 per hour.
- Hours average 12 hours per week. Flexible schedule.
- The Youth Orchestra Assistant is a part-time employee. Health insurance and other employee benefits are not included in this position.
- This position begins August 1, 2026.
- This position is for one season (ending June 30, 2026) with the possibility of extending an additional year based upon performance and organization budget.

#### **Application procedure:**

Please submit a resume and thoughtful cover letter in word or pdf file format to:

sdsymphony@sdsymphony.org

- The cover letter is an example of your written communication. Include why you are interested in the SDSO and this particular position.
- Address your cover letter to Connor Gibbs, Concert Operations Manager.
- The SDSO's community engagement work is intentional about building multicultural bridges through music, and we encourage people from all backgrounds and cultures to be a part of the work we do.
- This position is open until filled.

#### **About the South Dakota Symphony Orchestra**

The South Dakota Symphony Orchestra (SDSO), based in Sioux Falls, South Dakota, is the state's premier performing arts organization with the Washington Pavilion as its home. The SDSO curates a diverse collection of orchestral offerings each season through classical and pops concerts, as well as chamber music, appealing to audiences from the very experienced to first-timers. To reach as many people as possible, the SDSO maintains a robust digital library including virtual recitals, music education videos, and podcasts. Music Director Delta David Gier leads the artistic vision of the SDSO, a collaboration that has garnered national recognition.

The SDSO is nationally recognized as a prime example for how an orchestra engages with its community. The 76-member orchestra includes nine full-time musicians who make up the Dakota String Quartet and the Dakota Wind Quintet. These two ensembles perform over 150 times annually in schools, hospitals, senior living communities, behavioral health, and community centers throughout the region.

The SDSO presents a variety of education and engagement programs including the South Dakota Symphony Youth Orchestra, Young People's Concerts, the Music Composition Academy, and music enrichment opportunities in the classroom and for children with special needs.

The SDSO's award-winning Lakota Music Project is a model of cultural understanding and is the flagship community engagement program of the SDSO. With the Lakota Music Project as a foundation, the SDSO has fostered additional programs to embrace classical music as a medium for shared understanding. The SDSO strives to embody the values of equity, belonging, diversity, and inclusion, and to empower its many constituents to contribute to and foster its growth.