



## Colorado Springs Youth Symphony Association Position Description

<b>Job Title:</b>	<b>Office Manager</b>	<b>FLSA Status:</b>	<b>Exempt</b>
<b>Department:</b>	<b>Administration</b>	<b>Location:</b>	<b>CSYSA Office</b>
<b>Hired/evaluated by:</b>	<b>Executive Director</b>	<b>Supervises:</b>	<b>Office Staff</b>

**Reports to:** Executive Director

**Pay:** \$30,000, subject to education, skills, and experience.

**Availability:** Must be able to work afternoon & evening hours. Flex time possible.

**Benefits:** Paid vacation of 2 weeks for the winter holiday, 1 week for spring break, 10 standard federal holidays, and 12 days of personal time off. Flex time is authorized for this position.

### Organization Summary:

The Colorado Springs Youth Symphony Association (CSYSA) is in its 38th season. It was founded in 1980 by Gary Nicholson, a highly respected music educator, who continues to serve as the Music Director. There are about 530 musicians enrolled in 9 levels of performance. Musicians range from elementary to high school across 80 schools in the Pikes Peak Region, plus those homeschooled. The orchestras perform over 60 concerts a year reaching over 40,000 people. The highest level orchestras perform national and international concert tours every two years. There are small groups designed for entry level string musicians.

The CSYSA has 5 administrative staff, 8 artistic staff, 2 consultants, and about two dozen coaches. An active parents' council brings together numerous volunteers.

The motto is "through music, we are one," which came to the CSYSA from a Maori tribal elder, during a concert tour down under to New Zealand and Australia.

Please visit [www.csysa.com](http://www.csysa.com) for more information.

### Job Summary:

The Office Manager is responsible for overseeing organizational operations, maintaining office systems, and supervising office staff in support of the Executive Director. The Office Manager completes operational requirements by scheduling and overseeing work results of employees including the Administrative Assistant, Accountant, Bookkeeper, Receptionists, Parent Volunteers, and Consultants.

### Responsibilities:

- Assists with camp, concerts, and auditions.
- Produces programs, flyers, giving pieces, and all professional printed materials.

- Oversees the preparation of payroll, controlling correspondence, and designing filing systems.
- Assigns and monitors clerical functions.
- Manages student uniform procurement and sales.
- Manages mail, the copy machine, and purchasing stamps.
- Supports the Board of Directors & Parent Council as approved by the Executive Director.
- Ensures that all distributed documents, notes, etc. are approved and proofed by the Executive Director.
- Manages the musician and donor database.
- Ensures that donation thank you letters are sent promptly.
- Manages Google Services to include Admin, Drive, Email, Calendar, and Contacts.
- Assists customers during open office hours.
- Assists Music Director/Operations Manager with stage diagrams, school contacts for outreach tours, and travel arrangements where requested.
- Verifies and coordinates schedule for use of CSYSA spaces, including rehearsals and meetings.

Qualifications:

- Undergraduate degree or comparable experience.
- Strong Customer Service.
- Microsoft Office Applications (including Access), Google Apps, Adobe Indesign, and Website Management.
- Basic knowledge of bookkeeping and accounting practices.
- Effective communication and reporting skills.
- Ability to maintain office and organizational function.
- Passion for youth in the arts.

Applications will be received until November 24 for a desired start of December 1.

**Email resume with cover letter and references to:**

Keven Stewart, CSYSA Executive Director, [kstewart@csysa.com](mailto:kstewart@csysa.com)