

## Operations Manager

### Position Description, Job Duties, & Responsibilities:

Memphis Youth Symphony Program (MYSP) seeks a dynamic and energetic candidate with a passion for, and commitment to providing equitable music education opportunities for all youth in the Memphis metropolitan area. The ideal candidate is an excellent communicator with a vested interest in nonprofit leadership. The Operations Manager will work directly with and report to the Executive Director.

### Specific duties include:

- Communication: Manage student, parent, board, and community volunteers (communication and scheduling) alongside the Executive Director
- Operations: Work auditions, rehearsals, concerts, events (must have Sunday availability)
- Finance: Check writing, bank deposits, basic invoicing, and transaction categorizing in QuickBooks
- Development: Assist with solicitation mailers, thank you letters, donor cultivation, and grant writing.
- Marketing: Assist with social media content creation, designing flyers, and recruiting students
- General: Other administrative duties as assigned (i.e. paying monthly bills, creating concert programs, building calendars, assisting with music library, etc.)
- Hours: 40 hours per week; Sundays 11 AM to 8:30 PM August-May for rehearsals and concerts (off for holidays and school calendar breaks such as Spring Break and winter vacation)

### Skills:

- Must read music
- Ability to multi-task
- Self-motivated
- Ability to work well independently and collaboratively
- Attention to detail
- Must be both organized and flexible
- Creative problem-solving
- Willingness to learn
- Committed to and passionate about creating an organizational environment that prioritizes diversity, equity, and inclusion

**Qualifications:**

Music degree preferred, but not required. An appreciation for the arts and arts education is a plus. Non-profit and/or administrative experience required.

**Compensation:**

This full time, exempt position pays \$40,000 annually. There is the possibility of an increase in salary and responsibility over time for the correct candidate.

The position includes two weeks paid vacation time with school breaks and federal holidays off. Other benefits are negotiable.

**To apply:**

Provide a cover letter and current resumé, including at least 3 references, to:

**Jenny Davis, Executive Director**  
**executivedirector@myspmusic.org**

The finalist will have to complete a background check and will be required to sign our child protection policy prior to the start of the contract term. The MYSP is an equal opportunity employer.

*Review of applications will begin on December 9. The ideal candidate will begin January 6, 2025.*

**About the Memphis Youth Symphony Program:**

The MYSP was established in 1966 and is proud to have served Mid-south students and families for nearly 60 years. The mission of the Memphis Youth Symphony Program is to celebrate musical development in a fun, inclusive, and collaborative community.

This past season (2023-2024), the MYSP engaged over 300 students from Arkansas, Mississippi, and Tennessee from a wide variety of economic and cultural backgrounds. MYSP programming includes:

- 4 string ensembles, 2 wind ensembles, 1 chamber orchestra, 1 full orchestra, chamber music opportunities, summer camp
- Scholarships so that no student is turned away for financial reasons
- Regular coachings provided by professional musicians
- 4 large ensemble performances annually

For more information, please see our website: [myspmusic.org](http://myspmusic.org)