

San Luis Obispo Symphony Concert and Event Assistant

Salary Range: \$18/hr

Position: Part Time, Non Exempt, 18 hours per concert. Evenings and weekends for 7 events per year

Location of job: San Luis Obispo, in person

Reports to: Operations Manager

The mission of the San Luis Obispo Symphony is to support an outstanding community orchestra, to foster symphonic and chamber music education and to contribute to the cultural and economic vitality of the central coast community.

The Concert and Events Assistant is responsible for supporting production of the SLO Symphony, specifically in regard to concerts and rehearsals. The Concert and Events Assistant serves as the liaison between administration and the orchestra members, ensuring consistent communication, and accurate employee records.

Production:

- Provide onsite support at all SLO Symphony rehearsal and concerts, including assisting with guest artist needs, taking musician attendance, and musician hospitality, such as snacks
- Help facilitate orchestral needs that have been communicated by the Music Director and Operations Manager
- Ensure that orchestra member needs are communicated to the admin staff ahead of events
- Monitor and enforce musician compliance with organization policies during rehearsals and concerts
- Submit musician payroll to Operations Manager for review
- Address musicians concerns and requests and communicate them to the Music Director, Executive Director, or Operations Manager, as needed
- Assist Librarian in distributing and/or collect music and return to office

Job Requirements

- Able to use MS Office and Google Suite
- Background with music
- Able to assist with special events as needed, including moving equipment (up to 50lbs)
- Ability to speak publicly and deliver information to the musicians
- Available for rehearsals, meetings, concerts, and events throughout the year
- Friendly, enthusiastic demeanor and the ability to speak on the phone clearly and concisely. Able to write an email with information clearly delivered
- Willing and able to work with volunteers for events

- Attention to detail, especially when working with vendors, payments, communications, etc.
- Strong sense of personal responsibility and initiative

Salary and Benefits

- \$18/hour
- Paid sick time
- Access to company retirement plan and 2% matching (simple IRA offered through Edward Jones)
- Complimentary tickets to SLO Symphony events