



The Metropolitan Youth Orchestra of New York

Rehearsal Supervisor, Paid Seasonal Position: September 2017 – June 2018

The Metropolitan Youth Orchestra of New York (MYO) is committed to fostering a community of talented young musicians from Long Island, and providing them with an opportunity to rehearse and perform choral and orchestral masterworks at the highest possible level with recognized leaders in music education and performance. Founded in 1993 by John C. McNeur, MYO has grown from one orchestra with 15 members to seven orchestras, a flute choir, and seven choral ensembles, serving over 1,000 young musicians between the ages of 8 and 18.

We are looking for a part-time rehearsal supervisor on Tuesday evenings for the 2017-2018 MYO season at Herricks High School, located at 100 Shelter Rock Road, New Hyde Park, NY 11040. This paid position will consist of responsibilities related to running rehearsals for youth orchestras and choirs, including but not limited to:

- Acting as the MYO office representative at weekly rehearsals
- Setting up and breaking down rehearsal spaces for two orchestras and a choir
- Scanning MYO members in as they arrive and uploading the attendance files to an online database
- Ensuring that member behavior is consistent with MYO expectations, such as remaining for the full rehearsal, staying within our designated areas, and leaving rehearsal space as they found it
- Responding to members' questions and concerns
- Acting as liaison between the music directors, members and their families, and office staff
- Communicating with the MYO office staff regarding situations that require further action
- Transporting rehearsal materials to and from the MYO office, and accepting paperwork and payments submitted by members and coaches
- Remaining with members after rehearsal and ensuring that everyone leaves the premises safely
- Providing staff support at concerts, auditions, and events, as necessary

Qualifications

- Must be able to commit to five hours per week on Tuesday evenings, approximately 5:00-10:00 PM. Ability to work some flexible hours, including concerts and events on other weeknights and on weekends as available.
- Must be 21 years old or older.
- Must provide own transportation to and from MYO rehearsals and concerts.
- Professional manner and experience working with children and teens.
- Ability to lift and move chairs, music stands, and percussion instruments as needed.
- Candidates considering a career in the arts, education, and event production are encouraged to apply.

Applicants with a background in music (education, performance, or administration) and concert event production are preferred.

To Apply

Please email a cover letter and resume to MYO Membership Coordinator Emily Fischer at efischer@myo.org or call 516-365-6961 for more details.