

Position: Operations Assistant (Part-time)
Reports to: Director of Education and Operations
Supervises: Not applicable
Compensation: \$25/hour minimum

Position Summary:

The Operations Assistant works closely with the Director of Education and Operations on all aspects of concert production including, but not limited to:

- Overseeing equipment load-ins and loadouts for each concert series.
- Providing concert and rehearsal set-up.
- Providing orchestra hospitality including dressing room set-up with tea/coffee service, water, earplugs, cough drops, and other miscellaneous supplies.
- Attending all rehearsals and concerts.

Job Requirements and Qualifications:

- Attendance at all MSO rehearsals and concerts, which occur approximately one week/weekend per month (September through May, and July). This position entails evening and weekend hours.
- Ability to lift 50 lbs. and stand for extended periods.
- Must possess a valid driver's license and have access to a reliable automobile with appropriate insurance coverage.
- All staff and musicians are required to present proof of full vaccination against COVID-19. Upon acceptance of the position, the selected candidate must provide a photo of their COVID-19 vaccination card (front and back).
- The ideal candidate can handle stressful situations with a pleasant demeanor, communicate effectively, and exhibit excellent time management skills and attention to detail.
- Experience in concert production and/or working with orchestras is preferred.
- A background in stage management and/or performing arts is a plus.

Application:

Please send a cover letter and resume by email to employment@marylandsymphony.org no later than January 1, 2022.

The Organization:

Founded in 1982, the Maryland Symphony Orchestra (MSO) is a fully professional orchestra under the leadership of Music Director, Elizabeth Schulze. For its first sixteen seasons, horn virtuoso Barry Tuckwell provided artistic leadership. Musicians come from throughout the greater Baltimore-Washington DC metro area to performance with the MSO.

The orchestra presents five pairs of classical concerts in a Masterworks series at the 1,270-seat historic Maryland Theatre in Hagerstown, MD. A typical season also includes two MSO Pops! Concerts, two Home for the Holidays concerts, four LinkUp Youth Concerts, and a free Salute to Independence concert. Each year, over 14,000 young people participate in the MSO's extensive education programs and concerts such as Ensembles in the Schools, Kinder Konzerts, Series, Symphony Saturdays, and masterclasses.

The Maryland Symphony Orchestra has an annual operating budget of \$1.5 million and an endowment of \$4.1 million. The orchestra is governed by a Board of twenty-five and has a staff of five full-time and four part-time employees.

Hagerstown is in western Maryland – 70 miles from Washington, DC and 75 miles from Baltimore, Maryland. The area is well-known for historic sites such as the Antietam National Battlefield, and has extensive park areas for hiking, skiing, biking, white-water rafting, and other outdoor activities.

The MSO provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, and any other character protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, compensation, and training.

