



December 9, 2021

Organization: Wisconsin Youth Symphony Orchestras

Position: Administrative Manager- Full Time Exempt

The Wisconsin Youth Symphony Orchestras (WYSO) seeks a dedicated, detail oriented and organized Administrative Manager to join one of the most highly respected youth orchestra programs in the country. As we prepare to move into our new WYSO Center for Music building in 2023, <https://wysomusic.org/imagine-wyos-new-home/> the Administrative Manager will be a core member of the WYSO administrative and development team and share responsibility for ensuring that the WYSO administrative functions run smoothly and efficiently. This includes responsibilities related to finance, database development and administration. This key position requires a highly organized professional to keep our office functions running smoothly. The position has a strong focus on customer service to members, families, and donors, striving for a high level of excellence in all tasks, large and small.

Founded in 1966 by Marvin Rabin, the Wisconsin Youth Symphony Orchestras is widely regarded as one of the top youth orchestra programs in the country. Over 5000 young musicians from more than 100 communities in southern and central Wisconsin have participated in the program. The WYSO program includes 3 full orchestras, two string orchestras, brass, percussion and harp ensembles, chamber music and a community impact program. Driven by the mission of enriching lives by providing transformational musical experiences and opportunities, WYSO provides access to instruments, musical training and performance opportunities to a diverse community of young musicians.

Compensation: Range: \$45K-\$50K

Benefits: Health, dental, vision, disability/life insurance, paid vacation, sick days, 403b retirement savings plan and flexible remote work.

Application Procedure: Applicants should submit a personal letter of interest, resume and two letters of professional recommendation.

Please send all materials to adminsearch@wysomusic.org. No phone calls please.

The position will remain open until filled.

A full position description is available online at www.wysomusic.org/employment-opportunities

Application Deadline: Applications accepted until position filled. For best consideration please apply by January 3, 2022.

WYSO Website: wysomusic.org.

The Wisconsin Youth Symphony Orchestras does not discriminate on the basis of race, color, creed, political or religious affiliation, sex, national origin, socio-economic status, age or marital status.