



Part-time Position: PYPO Percussion Coordinator

Job Title: PYPO Percussion Coordinator (Part-Time)

Hours: 8-10 hours weekly (Saturday mornings for in-person rehearsals, some evenings and weekends required)

Reports To: Music Director (MD) and Executive Director (ED)

About PYPO: The Pittsburgh Youth Philharmonic Orchestra was founded in 1993 to provide exceptional orchestral experiences for young musicians to further develop their musicianship outside of school time. In the three decades since, we have grown from one to five ensembles, and engage over 300 students each year through our school-year ensembles, summer camps, international tours, and elementary school string and band festivals. Based in the South Hills of Pittsburgh, PYPO serves students from first through twelfth grades from schools all across Allegheny County. Through PYPO's ensembles, students have access to age-appropriate instruction and the room to grow within the organization.

About the Role: The Percussion Coordinator is responsible for providing instruction to students during rehearsals and for managing percussion logistics for all PYPO rehearsals and concerts. The Percussion Coordinator participates in all regular season events, including Summer Camp, festivals, and Fun Day. The Percussion Coordinator also leads PYPO's Percussion ensemble and steers educational programming to the benefit of PYPO percussion students.

Key Responsibilities, include but are not limited to:

1. Student Instruction & Ensemble Leadership (30% of responsibilities)

- Attend all concerts, rehearsals, sectionals, and auditions. Any conflicts that arise should be communicated to the Music Director and Executive Director at the earliest opportunity.
- Demonstrate and reinforce correct technique and provide instruction to develop each student's individual musicianship by encouraging exploration of sound color, dynamic contrast, and musical expression during rehearsals and percussion sectionals.
- Select, rehearse, and conduct percussion ensemble pieces to further challenge and engage PYPO percussionists in accordance with the available instrumentation and student performers.

2. Equipment & Logistics Management (30% of responsibilities)

- In coordination with the Executive Director and Music Director, oversee and transport all PYPO percussion equipment and related gear to and from rehearsal and performance venues.
- Equipment transportation takes place prior to the season start, as needed for auditions, prior to and following Summer Camp, before and after performances, and requires availability on select Fridays and Mondays.
- Properly store PYPO equipment in the organization's storage unit or designated storage area following performances and at the end of the season.
- Maintain the current percussion equipment inventory list on Google Drive.
- Maintain percussion instruments, provide basic maintenance tasks, and recommend purchases and/or professional services when necessary.



3. Communications (10% Responsibilities)

- The Percussion Coordinator works closely with the all Ensemble Directors and should communicate directly with them regarding percussion-related matters and needs for a successful season. The Music Director should be copied on all such communications.
- The percussion coordinator is responsible for communicating part assignments to students and parents, and other communication as required to best support the program. When the student body supports a percussion ensemble, this communication includes posting relevant information on the Google Classroom for that ensemble each week.
- The Music Director and Executive Director should be copied on all communication with parents and students.

4. Ensemble Coordination & Auditions (20% of responsibilities)

- Serve as an adjudicator during annual auditions, providing written evaluations and placement recommendations.
- Collaborate with ensemble directors to assign and rotate percussionists among ensembles, ensuring appropriate coverage for all rehearsals and performances.
- Step in to perform percussion parts when necessary to support rehearsals or performances.

5. Student Development & Organizational Leadership (10% of responsibilities)

- Serve as an ambassador for PYPO throughout the greater Pittsburgh region.
- Support student recruitment and retention efforts by promoting PYPO programs and cultivating positive relationships with students and families.
- Help strengthen and expand the organization's percussion programming and contribute to its long-term success.

Qualities and Qualifications of the Ideal Candidate

- Commitment to high-quality music education and student development.
- Strong percussion performance and teaching experience.
- Ability to work collaboratively with students, faculty, staff, and families.
- Excellent communication and organizational skills.
- Dependable, professional, and punctual.
- Ability to transport and handle percussion equipment safely.
- Willingness to serve as a positive ambassador for PYPO and its mission.

Education Requirements

- Bachelor's degree in Music, Music Education, Percussion Performance, or equivalent professional experience preferred.
- Knowledge of orchestral percussion repertoire and performance practices preferred.
- Criminal History Clearance, Child Abuse Clearance (Acts 33 and 34), and FBI Background Check required prior to the start of the contract.



Physical Demands of Position

This position regularly requires standing during rehearsals and performances, lifting and transporting percussion equipment, bending, pushing, pulling, and moving instruments and equipment. Candidates should be able to safely lift and move percussion equipment weighing up to approximately 50 pounds.

Working Conditions

This is a 1099 independent contractor position. Responsibilities are concentrated during the PYPO concert season and include attendance at weekly rehearsals, concerts, auditions, Summer Camp, festivals, Fun Day, and other scheduled events. Additional availability is required on select Fridays and Mondays for equipment transportation. The successful candidate should have reliable transportation.

Compensation

Compensation ranges from \$8,000 to \$10,000 per season, depending on experience, qualifications, and the scope of responsibilities, including the development and leadership of the PYPO Percussion Ensemble. Additional details will be discussed during the interview process.

How to Apply

Please submit a cover letter and resume via email to info@pypo.org. Please include "Percussion Coordinator" in the subject line. Applications will be accepted until the position is filled. Priority will be given to applications received by July 30th, 2026.

Diversity and Inclusion Statement: PYPO is passionate about building and sustaining an inclusive and equitable working and learning environment for all students, staff, and faculty. We believe every member of our team enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and to discover, design, and deliver solutions. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.