



Part-Time Position PYPO Membership & Operations Coordinator

Job Title: PYPO Membership & Operations Coordinator (Part-Time)

Hours: 20-25 hours per week (hybrid schedule, in-person Saturday mornings for rehearsals, and some evenings and weekends required)

Reports To: Executive Director, Dr. Eftihia Arkoudis

About PYPO: The Pittsburgh Youth Philharmonic Orchestra was founded in 1993 to provide extraordinary 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 five ensembles, students have access to age-appropriate instruction and the room to grow within the organization.

About the Role: The Membership and Operations Coordinator serves as PYPO's primary administrative coordinator and is responsible for membership management and communications, rehearsal and event operations, music library management, and fundraising and marketing support. This is a great opportunity for a passionate and creative arts administrator to gain valuable experience working with a well-established and growing music education organization.

Key Responsibilities include, but are not limited to:

1. Membership Management

- Respond to membership inquiries, manage registrations, and track tuition payments
- Manage audition scheduling and coordination
- Take attendance at rehearsals and performances, follow up with families and directors in the case of absences
- Prepare and distribute weekly newsletter to membership with schedule reminders and important announcements
- Respond to parent and student questions in person at events and through the PYPO inbox.

2. Operations Coordination

- Assist directors and volunteers with setting up rehearsal and event spaces for all PYPO programs, including resetting classrooms at the conclusion of each event.
- Be prepared to send timely text alerts to members regarding weather-related cancellations and other emergency updates
- Help plan and execute run-of-shows at performances and special events
- Prepare weekend rehearsal materials such as rosters, sign-in sheets, and directional signage
- Communicate schedules to ensemble directors and sectional coaches

3. Fundraising & Marketing support

- Assist with the planning and coordination of fundraising and donor recognition events
- Process donations and maintain accurate records in the donor and membership database
- Maintain the PYPO website with current information on auditions, registrations, concerts, and other events.
- Capture, organize, and maintain photo and video content from rehearsals and events for marketing and promotional use
- Write, design, and distribute the monthly newsletter and press releases
- Design and implement social media strategies to increase engagement, audience growth, and membership
- Assist the Executive Director with grant prospecting and grant application writing.

4. Music Library & Inventory Management

- Order music; coordinate parts, markings, and bowings with PYPO faculty; prepare music folders for sectional coaches
- Maintain large ensemble and chamber music library, with filing and data entry as needed

Qualities and Qualifications of the ideal candidate:

- Commitment to professional development to learn what you don't know and a willingness to embrace "other duties as assigned" to help keep our non-profit moving and thriving
- A belief in the power of music education to impact youth and the wider community
- Impeccable customer service skills and highly refined interpersonal communications
- Excellent oral and written communication skills
- Meticulous attention to detail; accountable, organized, and professional.
- Excellent reliability and punctuality, communicating in a timely manner with members and staff
- Positive attitude and ability to build good rapport with parents/guardians, music faculty, and PYPO supporters
- Ability to contribute to a positive work environment as a team member of a small staff, while also being able to work independently

Required Computer proficiencies:

- Advanced computer proficiency (minimum typing speed of 50 WPM).
- Experience with Google Workspace (Drive, Docs, Sheets, Gmail, Forms, Classroom), Canva, WebConnex, and Wix is preferred. Candidates should be able to demonstrate the ability to learn new software quickly.

Education Requirements:

- Bachelor's degree or equivalent practical experience and knowledge
- Knowledge of music, orchestral and chamber music repertoire, practices, and set up preferred
- Criminal History clearance, Child Abuse clearance (Act 33 and 34), and FBI background check required for successful candidate prior to start date

Physical Demands of Position: The person in this position regularly sits in front of a computer or at a desk/table, and will set rehearsal rooms and concert venues including moving chairs, music stands, and orchestra equipment (occasionally must bend forward, crouch, lift, push and pull up to 30 lbs).



Working conditions: This job operates in a largely remote environment with regular in-person events: weekly check-ins and monthly staff and board meetings, weekly in-person rehearsals during the PYPO season (October through April), and some nights and weekends for concerts and special events. The candidate should have their own reliable transportation.

Compensation: This is a part-time role at 20-25 hours per week, with a compensation range of \$17–\$20 per hour dependent on experience and qualifications.

How to apply: Send a cover letter and resume via email to info@pypo.org (Please include the job title in the subject line.) The priority review deadline is August 1; however applications will be accepted until the search is closed. No calls please.

Hiring Timeline: Candidates selected to advance in the hiring process will be invited to participate in a preliminary phone interview. Final-round interviews will be held between August 10-17, with an anticipated start date of August 31.

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.