

Spokane Youth Symphony **Orchestra Aide Job Description**

Oversee all rehearsal needs, working directly under the Conductor and report to the Executive Director.

The Orchestra Aide is expected to:

- Read and become familiar with information provided in the SYS Handbook and regularly refer to the website at www.SpokaneYouthSymphony.org when policy and schedule questions arise. The Orchestra Aide should understand the Holiday Fundraiser process so it can be explained to students or parents.
- Check email regularly for SYS announcements, particularly the Friday emails and any emails that may be sent out on Monday morning or early afternoon regarding the evening rehearsal.
- Arrive early to each rehearsal to help set chairs. The Orchestra Aide should arrive no later than 15 minutes prior to the scheduled beginning time.

On arrival:

- Make sure chairs are set in place properly by the parent volunteer.
 - Greet students and asks for any forms or money envelopes that are to be turned in.
 - Look for any paperwork that has been placed by staff in the rehearsal room for distribution and hands it out to students in a prompt manner.
 - Make weekly announcements to remind students of important information as requested by the SYS administration in coordination with the conductor's time frame.
 - On sectional or seating audition nights, the Orchestra Aide should be aware of the rooms to be used and assist in directing students to the correct rooms. The Executive Director will communicate this information in advance of the rehearsal.
- Maintain attendance records, collect any Absence Forms and regularly check the online Absence Form to check on absences. (Three unexcused student absences may be cause for dismissal or non-participation in a concert.)
 - Before each rehearsal, the Aide should review the 2022-23 Spokane Youth Symphony Absence Form (Google Doc). Alert the conductor about the absent student when arriving at rehearsal (or by email ahead of time.)
 - Record attendance each Monday on the provided attendance chart and the Alora app on your cell phone.
 - Two absences in a row will require your contacting the parent by phone or email. Information received from contact is emailed to the Executive Director at info@spokaneyouthsymphony.org.

- The Orchestra Aide needs to have Liability Release for each student in a provided binder which should be kept on site for each orchestra event. The Orchestra Aide must be aware of any serious medical conditions or allergies that have been indicated on the forms. (This especially true if arranging for snacks for your orchestra if requested by the conductor.)
- Report to the Executive Director the attendance by any student to rehearsal who is not listed on the attendance sheet (and therefore may not be enrolled).
- Collect and distribute any and all paperwork including music, photo order envelopes, Holiday Fundraiser materials, pictures, and any official announcements.
- Remain in the rehearsal room with the students during each rehearsal and monitor student behavior, communicating with the conductor or parents as necessary. Report any unusual behavior issues or parental concerns to the Executive Director.
 - Students should not be talking during rehearsals. If so, the Orchestra Aide should talk with the student in a way that does not embarrass the student but emphasizes the importance of quiet listening and focus during rehearsals.
 - Discourage any conversations between students that occur before, during breaks, or after rehearsals that are unkind in nature.
 - Remind students to be careful and respectful of the other students' instruments
 - Remind students to have a music stand (Strings, Sinfonietta, Philharmonic) and pencil at all rehearsals.
- At the rehearsal prior to each concert, the Orchestra Aide is to give instructions as to behavior expectations and attire. During dress rehearsals and concerts, the Orchestra Aide is to stay back-stage with the orchestra and monitor conduct and proper attire by orchestra members.
- Orchestra Aides may be asked to help with hall and door monitoring or other light duties that will assist the conductor during rehearsals. This may also include the moving of music stands and chairs on sectional nights.
- The Orchestra Aide is expected to assist with chaperoning for local tours or performances that the orchestra participates in. If the Aide is unavailable to chaperone or be present for a rehearsal, he/she must find an SYS parent substitute and communicate the arrangement to the Executive Director in advance of the event or rehearsal.
- The Orchestra Aide will assist on-stage at the final concert of the year in the awarding of plaques and certificates to students. The Aide will also arrange for a student to present flowers to the conductor.