



Boston Youth Symphony Orchestras
Temporary Advancement Assistant

Boston Youth Symphony Orchestras believes that an exceptional classical music experience can be life changing. At BYSO, students experience a transformative music education through participation in our nationally renowned orchestras and outreach programs. To support these efforts, BYSO is seeking a Temporary Advancement Assistant to join the marketing and development teams during a short-term transition.

The Part-Time, Temporary Advancement Assistant will be a detail-oriented and creative member of the team—focusing on BYSO communications, design, advertising and PR support. Additionally, the Advancement Assistant will be a representative at upcoming concerts and events and provide administrative support to the marketing and development teams. A successful candidate will be prepared to work at a high-level from day one and be prepared for fast-paced training during the temporary coverage. Note that while many of the job functions are listed below, this temporary position is meant to provide support during a fluid transition and many tasks may shift. A successful candidate will be flexible and open-minded about taking on new projects with the marketing and development departments.

Specifically, the Advancement Assistant will:

- Draft, design and execute meaningful communications including emails advertising upcoming concerts, events and programming
- Work with BYSO's graphic designer to create advertising and other collateral
- Draft press releases for upcoming performances, events, and programs
- Support Public Relations efforts including media advisories and inquiries
- Represent BYSO at upcoming concerts and events
- Assist in creation of large-scale program books from content creation to final editing
- Provide administrative support to the Chief Advancement Officer in executing BYSO's marketing and development strategies

Qualifications:

- Positive attitude and willingness to be flexible
- Excellent written communication skills
- Experience with basic graphic design software
- Proficiency with Microsoft Office (PowerPoint, and Word)
- Proven ability to work unsupervised and make decisions and solve problems independently, effectively, and creatively

Other details:

This is a part-time, temporary position that is available immediately. Hybrid working conditions with some in-person work required. Approximately 12-25 hours/week based on availability. Length of position is flexible, but a minimum commitment until June 9 is required. Pay is \$20/hour.

Boston Youth Symphony Orchestras is a registered 501 (c) 3 organization. BYSO does not discriminate on the basis of race, color, national origin, sex, religion, disability, sexual orientation, gender identity and encourages diversity and inclusion in our workplace.

To Apply:

Please send cover letter and resume to Martha Robinson, Chief Advancement Officer at BYSOjobs@gmail.com. Reference job title in subject line.



About BYSO:

Boston Youth Symphony Orchestras (BYSO) is one of the most prestigious, comprehensive, and remarkable youth orchestras in the nation. Our iconic Youth Center for Music gives young musicians from every corner of Boston and beyond unconditional opportunities to be immersed in music training and performance at the highest level. Our programmatic scope includes three full symphonic orchestras, two young string training orchestras, six chamber orchestras, a preparatory wind ensemble, a chamber music program, and a nationally recognized training program that provides rigorous instruction to students from underrepresented communities.

Together, we are makers of music, defenders of curiosity, and champions of courage. Through the brilliance of classical music and the gift of human connection, we celebrate the individual—both in standing out and finding one's place in the composition of our world.

Find out more at www.BYSOweb.org.