



MONTANA  
YOUTH  
SYMPHONY

[info@MontanaYouthSymphony.org](mailto:info@MontanaYouthSymphony.org)

## Montana Youth Symphony

### Position Announcement

#### Operations Manager

January 20, 2026

This position will start on March 1, 2026, and conclude on August 30, 2026. The monthly salary will be \$3,000 per month for 5 months. The contract may be extended and re-negotiated upon favorable review and upon mutual agreement of both parties. This salary is intended to be all-encompassing for the work needed for a successful season of the Montana Youth Symphony, therefore additional charges for “overtime” will not be possible. The Operations Manager will be paid monthly, on the 15<sup>th</sup> of each month.

The responsibilities of the Operations Manager, will include:

1. All administrative duties, including the organization of state-wide fundraising activities and scheduling of board meetings, the board retreat, etc.
2. Oversight of the audition process and the composition contest, including timely communication with judges and musicians.
3. All musician correspondence
6. Planning for, and execution of, the residency week and concerts
7. Website management and social media outreach
8. Attendance of all fundraising concerts and events, May 21-24, 2026, as well as the residency week, July 27-Aug 3, 2026, which will include the orchestra's rehearsals and concert attendance at the Grand Teton Music Festival, July 29-31, 2026, and Tippet Rise Oct. 3, 2026
9. Oversight of the production of the printed program (content, advertisements, etc.)
10. Marketing materials for fundraising concerts
11. Logistical oversight and organization of transportation, hotel and meals
12. Logistics oversight and organization of rehearsals and concerts
13. Distribution of musical scores to musicians, both orchestral and chamber music
11. Publicity (social media, print, radio, television)
12. Attendance of bi-weekly board meetings on Zoom
13. Participation in weekly 30-minute Zoom meetings with President and/or members of the Executive Committee
14. Oversight of interns during the orchestra residency week.
15. Other duties as assigned.

The Operations Manager will report to the Executive Committee and is accountable to the Board of Directors. The Operations Manager will be a valued member of the leadership of the organization.

P.O. BOX 1211  
BOZEMAN, MT 59771

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Please email applications to [secretary@montanayouthsymphony.org](mailto:secretary@montanayouthsymphony.org). Review of applications will begin on February 9, 2026, and will conclude as soon as a suitable candidate is hired.

Most of the work could be done remotely. However, for the chamber music tours and residency weeks, it is essential that the Operations Manager be in Montana.

Please include:

1. A cover letter.
2. A Curriculum Vitae
3. A list of three references. Please provide their names, titles, address, email and cell phone numbers.

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