

ENSEMBLES COORDINATOR ERIE PHILHARMONIC

JOB TITLE:	Ensembles Coordinator
STATUS:	Part-Time, 15–20 hours per week
REPORTS TO:	Education & Community Engagement Manager
ALSO WORKS WITH:	Executive Director; ensemble artistic directors and business managers; Phil administrative staff
COMPENSATION:	\$22–\$25 per hour, commensurate with experience
JOB TO BEGIN:	Immediately upon offer, if available

The Erie Philharmonic invites applications for Ensembles Coordinator, a collaborative and highly organized part-time position supporting the Erie Junior Philharmonic, Philharmonic Chorus Student Ensembles, and Philharmonic Chorus.

These growing programs provide opportunities for hundreds of musicians and singers of all ages to learn, perform, and participate in the Erie Philharmonic community. Working closely with each ensemble's artistic leadership and business manager, the Coordinator helps strengthen communication, anticipate needs, connect leaders with Philharmonic resources, and support continued participation and sustainable growth.

This is a collaborative support role. Artistic leadership remains with each ensemble's artistic/music director, while routine ensemble administration and participant communication remain with its business manager. Evening availability on Mondays and Tuesdays as well as some daytime office availability is required in this position.

JOB DUTIES AND RESPONSIBILITIES

Ensemble Support & Coordination

- Serve as a primary Erie Philharmonic administrative partner to the Junior Philharmonic, Chorus Student Ensembles, and Erie Philharmonic Chorus
- Build strong working relationships with artistic directors, business managers, participants, families, volunteers, and Philharmonic staff
- Maintain a regular presence at Monday and Tuesday evening rehearsals and attend concerts, auditions, retreats, meetings, and special events as appropriate
- Help ensemble leaders anticipate needs, connect with appropriate Philharmonic staff and resources, and follow shared projects through to completion
- Coordinate calendars and ensemble needs involving facilities, ticketing, program books, marketing, merchandise, participant portals, and other organizational resources
- Help keep handbooks, forms, calendars, and recurring administrative processes current in partnership with ensemble leadership

Participation, Growth & Collaboration

- Work with ensemble leaders and staff to sustain recent growth, strengthen recruitment and retention, and create welcoming pathways for new participants
- Support parent, family, alumni, volunteer, committee, and friend-raising activities that strengthen the ensemble communities
- Help identify opportunities for collaboration among the participatory ensembles and the Erie Phil
- Work with Marketing and Development to surface ensemble opportunities, accomplishments, impact stories, and funding needs for appropriate follow-up
- Serve as an advocate for the ensembles within the organization while helping ensemble leaders navigate Philharmonic policies, procedures, and resources

Summer Music Camp

- Support the Education & Community Engagement Manager in planning and executing Summer Music Camp, with particular attention to ensemble leadership, recruitment, participants, and connections to year-round programs

Organizational Collaboration

- Participate in regular Erie Philharmonic staff meetings and maintain strong working relationships across the administrative team
- Perform other ensemble-related duties as assigned

SCHEDULE & WORK ENVIRONMENT

This position averages 15–20 hours per week and combines daytime, evening, and occasional weekend responsibilities. Regular Monday and Tuesday evening availability is required during the ensemble season, along with selected concerts, auditions, retreats, and special events. The Coordinator will also participate in weekday staff meetings and other daytime meetings as needed. Outside of scheduled in-person responsibilities, hours are flexible and some administrative work may be completed remotely.

QUALIFICATIONS

The Erie Philharmonic seeks candidates with the following qualifications:

- Excellent interpersonal, organizational, and communication skills, with strong follow-through and sound judgment
- Ability to build trust and work collaboratively with musicians, students, parents, volunteers, artistic leaders, and administrative colleagues
- Ability to manage multiple priorities independently and recognize when an issue requires involvement from a supervisor or other staff member
- Experience in arts administration, ensemble management, music education, nonprofit organizations, volunteer management, or a related field preferred
- Familiarity with orchestral and/or choral organizations helpful; enthusiasm for supporting musicians and young people is essential
- Proficiency with standard office and digital communication tools
- Must be able to successfully complete all background checks and clearances required for working with children and youth in schools (which host rehearsals) and other program settings, and have a comfort working in those settings
- Reliable access to transportation and the ability to travel to rehearsal and performance venues as well as other program locations throughout the Erie region as needed

WHAT THE ERIE PHILHARMONIC OFFERS

- A flexible part-time schedule with opportunities for some remote work
- The opportunity to play a visible role in the continued growth and success of the Erie Philharmonic's youth and choral programs
- A collaborative and supportive workplace culture that values creativity, initiative, transparency, and teamwork

TO APPLY

Interested applicants should submit a cover letter highlighting relevant experience as well as a resume in PDF format to careers@eriephil.org with the subject line "Ensembles Coordinator – Firstname Lastname." Resumes will be reviewed as received, and the position will remain posted until filled. Phone calls and physical mail submissions will not be considered. Please submit any queries by email to careers@eriephil.org. The Erie Philharmonic is an Equal Opportunity Employer.

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned without notice. This is an at-will position, and nothing in this job description alters the at-will status of employment.

No recruiters, please. This search is being managed exclusively by the Erie Philharmonic. We are not working with outside recruiters or staffing agencies and will not accept unsolicited candidate submissions. Please do not contact us to solicit recruiting or placement services for this position.