

Date: June 3, 2025

Position: Administrative Coordinator

Department: OrchKids

Reports to: Administrative & Communications Manager

Classification: Full-Time

Location: Baltimore, MD

THE BALTIMORE SYMPHONY ORCHESTRA and ORCHKIDS

For over a century, the BSO has been recognized as one of America's leading orchestras and one of Maryland's most significant cultural institutions. As the largest cultural institution in Maryland, the BSO is internationally recognized and locally admired for its innovation, performances and recordings, and educational community initiatives including OrchKids.

OrchKids uses music as a vehicle for students to develop 21st century skills (creativity, collaboration, leadership, etc.) that are transferable to all areas of their lives. Marin Alsop, Music Director Laureate of the Baltimore Symphony Orchestra and OrchKids Founding Director, shaped OrchKids into the cornerstone of the BSO's community engagement efforts across the city with her artistic leadership and direction. OrchKids was founded in 2008 with 30 students at one elementary school with seed funding from Marin Alsop and Founding Donors Rheda Becker and Robert E. Meyerhoff.

OrchKids now works with nine schools in Baltimore City, serving over 2,000 children from Pre-K through 12th grade during and after school.

In collaboration with several community partners OrchKids provides music education, instruments, academic assistance, meals, mental health resources, connection to social services, as well as performance and mentorship opportunities at no cost to students and families. OrchKids is an acknowledged leader in the El Sistema and social-change through music movement throughout the world.

JOB SUMMARY

The Administrative Coordinator provides essential support across day-to-day operations, helping to ensure the smooth functioning of internal processes and team activities. This role supports communication, logistics, and organizational systems while collaborating with internal teams and external partners. Responsibilities include administrative coordination, event and meeting planning, database management, and basic financial processing. The position also contributes to community engagement efforts and creative projects, offering flexible support where needed. Ideal candidates are detail-oriented, adaptable, and team-focused, with strong communication and organizational skills to help drive efficiency and alignment across programs and initiatives.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Administrative:

- Manage essential tasks in the hiring process including posting job listings and compiling paperwork
- Coordinate items needed for administrative team meetings (collect and send meeting agendas, take meeting notes, send calendar invites, conference room bookings, etc.)
- Provide general office support and communicate cross-departmentally and with vendors as needed
- Create concert materials including promotional flyers and programs
- Assist in the planning and execution of fundraising events and campaigns
- Coordinate with the BSO design team in creating promotional materials
- Assist in the creation, distribution, and collection of program surveys to OrchKids teachers, students, and families
- Provide administrative support to team members as needed, especially in Airtable
- Help maintain organized databases, especially pertaining to the Master Operations Calendar, project planning, and student information
- Plan office parties
- Assist with website maintenance as needed

Financial:

- Process invoices, employee expense reports, business credit card reports, and part-time employee payroll in coordination with the BSO finance team
- Serve as the point of contact for part-time employees updating their tax information, inquiring about payroll, etc.

Alumni Relations:

- Establish and maintain relationships with OrchKids alumni
- Manage the OrchKids alumni database

QUALIFICATIONS AND CAPABILITIES

- Passion for OrchKids' mission
- Personal leadership through example coupled with the ability to work collaboratively with colleagues to create a results-driven, team-oriented environment
- Attention to detail and a high level of accuracy in administrative and financial tasks
- Strong organizational and time management skills, with the ability to manage multiple projects and deadlines simultaneously
- Ability to learn and adapt quickly
- Ability to maintain tact diplomacy and the strictest confidence as needed
- Proficiency in Google Suite and Microsoft Office required
- Proficiency in Canva, Adobe, Airtable, Asana is highly preferred
- Completion of a successful background check

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements.

Individuals may perform other duties as assigned, including work in other functional areas to cover absences of relief, to equalize peak work periods, or otherwise to balance the workload

COMPENSATION AND BENEFITS

- Competitive salary negotiable, commensurate with qualifications and experience
- Health insurance: two options to choose from; all at low cost to the employee
- Dental, Life and Long-Term Disability Insurance, paid entirely by the BSO
- Generous paid time off, including annual, personal and sick leave
- 403(b) Plan
- Health Savings Account, employer contributes portion
- Flexible Spending Accounts, including Medical and Dependent Care
- Employee Assistance Program
- Free/discounted tickets to BSO concerts

HOW TO APPLY

Please submit a cover letter and resume to orchkids@bsomusic.org

OUR CULTURE AS AN EQUAL OPPORTUNITY EMPLOYER

The Baltimore Symphony Orchestra and OrchKids use the BSO mission and shared values (Appendices) to govern decisions, actions, and behaviors. These values guide how we conduct our work and professional relationships: Creativity, Respect, Excellence, Education/Engagement, and Diversity. We are focused on a people-first culture for our patrons and our entire BSO family.

The BSO is proud to be an Equal Opportunity Employer. We evaluate qualified applicants without regard to race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, differing physical abilities, genetic information, age, parental status, military service, other non-merit factors.

APPENDIX I: ORCHKIDS MISSION

OrchKids provides Baltimore youth with equitable access to community-based, high-quality music instruction and programming that teaches musical and social skills transferable to all areas of their lives.

APPENDIX II: BSO SHARED VALUES

In October 2021, the BSO Board of Directors approved the following shared values, or “BSO Creed”:

CREATIVITY

- *We believe the BSO is first and foremost an artistic institution that is dedicated to the finest creative musical expression.*
- *We seek to facilitate opportunities for creative approaches that allow musicians, staff, board, and partners to collaborate to serve our mission.*
- *We strive to inform all decisions with our commitment to innovation and continuous improvement.*

RESPECT

- *We believe the BSO should value, appreciate, and treat all individuals - patrons, staff, musicians, guest artists, and volunteers with compassion, respect, and dignity.*
- *We seek to create a welcoming, safe, and enjoyable environment for all.*
- *We strive to embrace all human differences and commit to caring and civility towards all with whom we work and serve.*

EXCELLENCE

- *We believe it is an honor to present great music to stir and nurture the soul.*
- *We seek to attract, develop, and retain the best talent in all musicians, staff, board, and volunteers. Everyone who works at the BSO has an important role to play in our success.*
- *We strive to act with uncompromising integrity and transparency.*

ENGAGEMENT / EDUCATION

- *We believe deep connections to the diverse communities we serve are essential to our mission.*
- *We seek to inspire and educate with powerful and meaningful musical experiences for audiences of all ages.*
- *We strive to nurture the talents of musicians of all ages with accessible educational initiatives and programs.*
- *We strive to create a culture where musicians, staff, board, and volunteers communicate, collaborate, understand, and appreciate each other's work.*

DIVERSITY

- *We believe diversity, equity, inclusion, and belonging – with respect to race, gender, and personal identity – are cultural and strategic imperatives.*
- *We seek to create a culture of excellence that ensures access and inclusion of diverse voices in all that we do.*
- *We strive to use the universal language of music to bring people together and embrace our multicultural society.*