

**Site Manager
Louisville Youth Orchestra
St. Matthews Pavilion Location**

The Site Manager is responsible for assuring that attendance requirements are monitored at rehearsals, and serves as a facilitator to assure that rehearsals run smoothly. The Site Manager is under the supervision of the Executive Director and carries out all required duties in a manner consistent with policies, procedures, goals and objectives established by the Board of Directors.

Duties and Responsibilities

1. Attends all rehearsals and performances unless cleared by the Executive Director. Arrives at rehearsals/performances no later than 45 minutes prior to event and departs no earlier than 30 minutes after event is complete to facilitate dialogue between conductors & parents, conductor & members and among staff members.
2. Takes attendance at rehearsals and communicates attendance concerns to conducting staff.
3. The Site Manager shall maintain attendance records for all performing groups which either rehearse at the Youth Performing Arts School (Repertory and Symphony Orchestras) or those which rehearse at the St. Matthews Pavilion (Concert and Serenade Orchestras and Percussion Ensemble) depending upon the Site Manager assignment.
4. Disperses scholarship award checks as requested by the Executive Director.
5. Assures that personal belongings and musical instruments are secure.
6. Keeps members informed of vital rehearsal information.
7. Attends all staff meetings. Shall provide a telephone number by which he or she may be reached or messages may be left during normal business hours of 8 am to 5 pm. Calls placed to the Site Manager must be returned within 24 hours unless mitigating circumstances prevent a response within this specified time.
8. Maintains a musical instrument and business equipment inventory.
9. The Site Manager will be in attendance at the auditions for all LYO orchestras and available to assist with our new video audition process.
10. Locates volunteers to assist with above duties when necessary.
11. Oversees work study students.
12. Performs other duties as requested by the Executive Director or Music Director.

**Music Librarian
Louisville Youth Orchestra
St. Matthews Pavilion Location**

The Music Librarian is under the direct supervision of the Executive Director. The person holding this position acts as general music librarian for the Louisville Youth Orchestra including the following ensembles:

- A. Concert Orchestra
- B. Serenade Orchestra
- C. Percussion Ensemble

The Librarian carries out all required duties in a manner consistent with the policies, procedures, goals and objectives established by the Board of Directors.

Duties and Responsibilities

1. Prepares music folders for each member in each orchestra/ensemble.
2. Distributes and collects music as requested by the respective conductors.
3. For each performance, informs conductors when program decisions are needed to allow sufficient time to stuff folders.
4. Is available at all rehearsals, performances and production meetings depending upon conductor needs and requests. Arrives at rehearsals/performances no later than 45 minutes prior to event and departs no earlier than 30 minutes after event is complete to facilitate dialogue between conductors & parents, conductor & members and among staff members.
5. Is responsible for putting and keeping the LYO music library in good condition including:
 - a. obtaining and maintaining in order a complete set of parts for everything in the LYO catalogue for the above-stated ensembles;
 - b. ordering music as requested by the Music Director and conductors;
 - c. maintaining and updating the LYO library database;
 - d. informing conductors if and when any particular set of music requested is in poor condition; and
 - e. contacting those members who are delinquent in returning parts.
6. Communicates with the Music Director and conducting staff concerning all aspects of the LYO music used each season.
7. Locates volunteers as needed during peak times of library functions
8. The Music Librarian shall provide a telephone number by which he or she may be reached or messages may be left during normal business hours of 8 am to 5 pm. Calls placed to the Music Librarian must be returned within 24 hours unless mitigating circumstances prevent a response within this specified time.
9. Performs other duties as delegated by the Executive Director. Shall be available for monthly staff meetings as requested by the Executive Director.