



New West Symphony Music Van Coordinator

About New West Symphony

Founded in 1995, the New West Symphony is a professional orchestra that draws its players from the rich talent pool of professional Los Angeles-area musicians. The Symphony is the resident company of the Thousand Oaks Civic Arts Plaza and the Oxnard Performing Arts Center. It presents Masterpiece Series concerts annually and provides a number of educational opportunities for local youth through its annual *Symphonic Adventures* concerts, its traveling Music Van, and the Harmony Project of Ventura County.

About Music Van Program

The New West Symphony “Make Some Noise” Music Van powered by Neiman Marcus is a nationally-acclaimed program that introduces 3rd – 5th grade students to the four families of orchestral instruments and to the physics of sound. The Music Van is fondly referred to as a “musical petting zoo” where students enjoy experimenting with the over 30 orchestral instruments from the string, woodwind, brass and percussion families. The Music Van reaches over 8,250 students annually and inspires them to participate in instrumental music. At community events, all ages participate in the “hands-on experience.” The van is a Mercedes Benz Sprinter Van purchased with a generous grant from the HeART of Neiman Marcus Foundation.

Mission of the New West Symphony

The New West Symphony inspires passion for classical music through live performances and education initiatives that engage and enrich our diverse communities.

Values

The New West Symphony’s values provide the philosophical approach for everything we do. We believe in:

- *Artistic excellence – We present symphonic music performances with world-class artists.*
- *Inclusiveness – We make music performances accessible to all in our communities.*
- *Tradition – We are committed to presenting a broad and diverse classical repertoire.*
- *Innovation – We strive to be on the forefront of the industry’s best practices.*
- *Financial sustainability – We operate in a fiscally prudent way to ensure our long-term financial stability.*
- *Community – We engage in outreach and collaborations to enable us to be an integral part of the communities we serve.*

Duties of the Music Van Coordinator

- **Events**
 - Driving the Music Van to events, orientating the volunteers, setting up, introducing and demonstrating the instruments, running the “hands-on experience,” and packing up
 - Maintaining/cleaning sterilization materials, towels and table cloths as needed
 - Arranging for instrument repair or replacement as needed
 - Washing, fueling, maintaining Music Van as needed

- **Administration**
 - Scheduling Music Van events, maintaining calendar of events and attendance statistics
 - Recruiting and maintaining a list of school contacts, docents and volunteers with contact information (phone, email)
 - Invoicing/collecting fees for the assemblies and events in conjunction with Finance
 - Preparing and monitoring the annual budget for the Music Van
 - Revising and distributing the Music Van promotional materials
 - Revising the music setup/take down and assembly notebook for the Music Van
 - Maintaining social media presence about Music Van, Education and New West Symphony
 - Making sure that the registration and insurance are paid and placed in/on the Music Van

- **Requirements**
 - Reports to the New West Symphony *Education and Community Engagement Manager*
 - Part time job; hours vary per week. Flexible work schedule to include some weekends, week nights and holidays.
 - Musical background preferred.
 - Ability to be trained to demonstrate all instruments.
 - Ability to lift and carry instruments.
 - Ability to perform general office tasks – email, phone, Microsoft Office, social media, Google Products.
 - Requires a valid CA Driver’s License and clean driving record.

- **Compensation:** \$18 an hour, approximately 24 hrs a week

TO APPLY: Send resumé and cover letter to mmessina@newwestsymphony.org

Administrative Offices

Thousand Oaks Civic Arts Plaza, 2100 E. Thousand Oaks Blvd., Suite D, Thousand Oaks, CA 91362;
www.newwestsymphony.org

New West Symphony is an Equal Opportunity Employer