



Los Angeles Youth Orchestra  
the future of culture

The Los Angeles Youth Orchestra, now celebrating its 25th Anniversary season, has three (3) part-time opportunities available for qualified individuals that are passionate about the arts:

- Finance Coordinator
- Grant Writer
- Public Relations Coordinator

**MISSION:** The Los Angeles Youth Orchestra (LAYO) contributes to our communities and advances the future of culture by developing and nurturing a lifelong passion for music in young musicians through the study and performance of classical and contemporary music. LAYO is a non-profit 501c3 company.

### **Finance Coordinator**

**Job Description:** The Finance Coordinator reports to the President and is a part-time, contract position that will support the organization with administrative financial support.

The Finance Coordinator's duties and responsibilities are as follows:

1. Work with accountant to track financials against the Operational Budget
2. Collect and manage payments, to include audition and tuition payments, ticket sales, grant payments, donations, and special payments (tours, special events, etc.);
3. Check the LAYO mailbox regularly to collect checks, bills, and correspondence, and process all mail as required, depositing checks at bank and organizing with account, reviewing bills with accountant for payment, and sharing correspondence with staff for review.
4. Work with the accountant to reconcile all orchestra finances, including monthly budget reports to ensure financial goals are on track.
5. Report financial matters to the Finance Committee and support the accountant in tax filing.
6. Support development efforts through tracking of gifts and building budgets for grant applications.
7. Ensure CRM platform is fully integrated with Quickbooks and support accountants in reconciling all transactions each month.
8. Attend all rehearsals and concerts to collect payments from families and donors, to then deposit and report to the accountant.
9. Attend weekly staff meetings at bimonthly Finance Committee meetings.

**Job Requirements:**

- i. Experience in cash management and bank reconciliation.
- ii. Familiarity with CRM and Google office platforms
- iii. Education: Associate's Degree or equivalent experience is preferred
- iv. A desire to work in the arts is preferred.

Compensation:

1. \$20-25/hour commensurate with experience
2. Approximately 20 hours per week

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### **Grant Writer**

Job Description: The Grant Writer reports to the President and is a part-time, contract position that will support the organization with grant writing and development support.

The Grant Writer's duties and responsibilities are as follows:

1. Maintain and grow the organization's grant writing success through applications to various foundations and government funders.
2. Research and identify new funding opportunities, submitting letters of inquiry and outreach to funders, and follow through to submission of application when appropriate.
3. Activation and reporting.
4. Execute current fundraising campaigns: Family Giving Campaign, Year-End (including Giving Tuesday), and Spring Donor Campaigns.
5. Report development and grant writing matters to the Development and Marketing Committee.
6. Update CRM platform with gifts data and track stewardship, activation, and reporting.
7. Attend all rehearsals and concerts to engage with donors, including board and parents.
8. Attend weekly staff meetings and bimonthly Marketing and Development Committee meetings.

Job Requirements:

- 1) Experience in grant writing and collection of grant application materials.
- 2) Familiarity with CRM and Google office platforms
- 3) Education: Associate's Degree or equivalent experience is preferred
- 4) A desire to work in the arts is preferred.

Compensation:

1. \$20-25/hour commensurate with experience
2. Approximately 20 hours per week

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### **Public Relations Coordinator**

Job Description: The Public Relations Coordinator reports to the President and is a part-time, contract position that will support the organization with publicity and media relations support.

The Public Relations Coordinator's duties and responsibilities are as follows:

1. Reach into the Los Angeles community to raise awareness and excitement for the Los Angeles Youth Orchestra and drive attendance to concerts.
2. Attend appropriate outside events, meetings, conferences, and seminars to facilitate networking.
3. Communicate the work and artistic mission of the organization to the public through the media and at public speaking engagements, as needed, in a manner that enhances LAYO's reputation and standing in the community, both regionally and nationally.
4. Create press releases for concerts and other significant orchestra events.
5. Engage radio, print, and online media sources to spread awareness of LAYO.
6. Maintain and improve the content on the LAYO website.
7. Maintain and expand the roster of music schools and local businesses that take out program ads at the concerts.
8. Engage the support of local businesses to sponsor concerts.
9. Maintain the orchestra's donor and audience database.
10. Create the concert programs for the orchestra using our current resources for cover creation, program layout, and printing.
11. Document processes to ensure continuity.
12. Report public relations matters to the Development and Marketing Committee.
13. Update CRM platform with media partners, contact reports, and program ad prospects..
14. Attend all rehearsals and concerts to engage with partners, including board and parents.
15. Attend weekly staff meetings and bimonthly Marketing and Development Committee meetings.

#### Job Requirements:

1. Experience in media relations including outreach and relationship building, writing copy and creating media outreach materials, and a knowledge of current media market.
2. Familiarity with CRM and Google office platforms
3. Education: Associate's Degree or equivalent experience is preferred
4. A desire to work in the arts is preferred.

#### Compensation:

1. \$20-25/hour commensurate with experience
2. Approximately 20 hours per week

#### **HOW TO APPLY FOR ALL POSITIONS:**

Submit a resume and cover letter to Russell Steinberg, LAYO's President, via email: [rustberg@russellsteinberg.com](mailto:rustberg@russellsteinberg.com).