



Eastern Connecticut Symphony Orchestra

Toshiyuki Shimada
Music Director & Conductor

JOB ANNOUNCEMENTS – 5.1.24
FOR IMMEDIATE RELEASE

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The Eastern Connecticut Symphony Orchestra announces two part-time positions to be filled immediately with flexible schedules / hours: a bookkeeper and an orchestra personnel manager. Detailed descriptions for each role can be found at our website at www.ectsymphony.com/join-us.

To apply:

For either position, please submit résumé to Caleb Bailey at caleb@ectsymphony.com, or mail in application materials to ECSO, c/o Caleb Bailey, 289 State St., New London, CT 06320

We are building an inclusive, diverse, equitable, and accessible workplace that fosters a sense of belonging – so if you're excited about either role but your experience doesn't align perfectly with every qualification in the job description, we encourage you to consider applying.

PART-TIME BOOKKEEPER

The Eastern Connecticut Symphony Orchestra is seeking a part-time (5 hours per week) Bookkeeper with a degree in accounting or comparable training and experience. Reporting to the Executive Director, the Bookkeeper will be responsible for processing and recording day-to-day ECSO financial transactions, including cash receipts, bank deposits, vendor invoices and charges (QuickBooks), and payroll (ADP). Compensation will be paid commensurate with experience. Schedule can be set by successful candidate in consultation with the Executive Director.

PART-TIME PERSONNEL MANAGER

The Eastern Connecticut Symphony Orchestra's Personnel Manager is responsible for contracting musicians and overseeing personnel in accordance with the Collective Bargaining Agreement (CBA). Acting as a liaison between musicians and the administration of the ECSO, they actively contribute to advancing the organization's objectives of artistic excellence and professionalism. Key responsibilities include recruiting and contracting all musicians, including substitutes, for various orchestral, chamber, educational, and community concerts.

This is a part-time position. Time requirements and work location will vary week to week, generally from 5-15 hours. A well-organized home office is an asset when not utilizing the ECSO office or on site for rehearsals or concerts. The salary range for this position is \$9,000 - \$10,500 / year.

General organizational information:

The ECSO is now in its 77th season. It is a 501(c)(3) nonprofit organization serving the eastern Connecticut region, including New London, Norwich, Waterford, Groton, Mystic, Old Lyme and East Lyme. Recent concerts in Norwich and Willimantic reflect our renewed dedication to serving a broader area. New London, where the ECSO office is located, is a community with a



growing arts scene. The ECSO will celebrate Music Director & Conductor Toshiyuki Shimada's 15th season with the orchestra next year, during our 2024-25 concert season.

The ECSO typically offers a season of 6 classical concerts, and also supports a volunteer chorus, youth ensembles/orchestra, plus special programming and educational offerings. ECSO musicians are drawn from the excellent artist pool available in the New York City, Boston, New Haven, Providence area; 35% of the musicians live locally. A number of the musicians are current or former members of the Coast Guard Band. The orchestra has about 65 contracted musicians, and its annual budget is \$750,000.

ECSO is an equal opportunity employer. We are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants without regard to race, color, religion, sex, pregnancy (including childbirth, lactation and related conditions), parental status, national origin, age, physical and mental disability, marital, civil union, or domestic partnership status, sexual orientation, gender identity, gender expression, military and veteran status, and any other characteristic protected by applicable law.