



Charlotte Symphony Orchestra

CHARLOTTE SYMPHONY YOUTH ORCHESTRAS SITE AIDE

TITLE: Charlotte Symphony Youth Orchestras Site Aide
REPORTS TO: Senior Manager of Youth Orchestras
STATUS: Part-Time (\$15/hr, up to 10 hrs/week)
Availability for Mondays and/or Tuesdays 5:00 pm–8:30 pm
START DATE: As early as September 2026

SUMMARY DESCRIPTION:

The Site Aide ensures the highest quality experience for Charlotte Symphony Youth Orchestra (CSYO) students by overseeing the weekly schedule at our Youth Ensemble rehearsals on Mondays and Tuesdays, with availability to assist with additional ensembles and programs. The Site Aide will facilitate ensemble set-up, maintain attendance records, and support ensemble conductors to encourage student engagement, appropriate rehearsal skills, and behavior during program hours.

The Charlotte Symphony Youth Orchestras rehearse on Monday and Tuesday nights from September 2026 to May 2027, generally following the Charlotte-Mecklenburg School District calendar.

DUTIES AND RESPONSIBILITIES:

- Prepare site for music program: set up rooms, chairs, music stands, etc. Store music equipment after the program and restore rooms to original setup according to facility guidelines
- Ensure the safety of the children on site: adhere to handbook policies and coordinate and supervise children effectively during transitions, large-group settings, drop-off, and pick-up
- Support student participation and engagement
- Maintain storage of materials and instruments
- Communicate regularly with Senior Managers of Youth Orchestras and Youth Education
- Ensure availability of rooms and smooth site operations
- Maintain attendance and student records
- Attend and assist with CSYO concerts and other functions as scheduled
- Complete administrative tasks and other duties as assigned

PHYSICAL REQUIREMENTS:

- The ability to move around a space to supervise children and ensure their safety; occasionally/frequently positions self by crawling, kneeling, bending, squatting, or reaching
- The ability to lift, carry, push, or pull light weight items such as music stands, instruments, and chairs

REQUIRED EXPERIENCE:

- Excellent interpersonal and communication skills
- Experience leading groups of children; ability to effectively supervise groups; understanding of constructive behavior management skills; knowledge of youth development
- Ability to stay calm under pressure and handle unexpected situations effectively
- Strong organizational skills
- Positive attitude and flexibility
- Access to a smartphone, tablet, laptop, or other device for daily attendance taking and communication as needed
- Must have a valid driver's license and/or reliable transportation

DESIRABLE EXPERIENCE:

- Experience working in youth development programs
- Experience with leading a large group of children with a range of behaviors
- Experience working with a wide range of learning abilities
- CPR/AED/First Aid certified (or willingness to obtain)

HOW TO APPLY:

Qualified candidates should send an email of interest and resume to employment@charlottesymphony.org with the subject line: CSYO Site Aide.

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