



JOB DESCRIPTION

Position: Education and Community Engagement Manager
Department: Orchestra Activities
Reports to: Vice President of Orchestra Activities
Classification: Full-time, Exempt

The Education and Community Engagement Manager plays a key role in delivering on our mission to connect everyone in Hampton Roads through the transformative power of exceptional music while providing civic value to our diverse community well beyond residents who attend concerts.

The Manager is responsible for developing, administering and evaluating all VSO Education and Community Engagement (ECE) activities and serving as primary contact with those served. Programs include Young People's Concerts, small ensemble performances, instrumental instruction and school residencies, as well as programs that seek to connect and uplift our community, such as collective action partnerships in health/wellness and social justice initiatives.

Principal Responsibilities:

Program Development:

- In collaboration with artistic staff, plan and develop the annual Young People's Concerts. Coordinate scheduling with area school districts, private schools and homeschoolers. Develop and distribute related classroom materials.
- Identify opportunities for deepened audience engagement and partnerships that add community elements to all VSO concerts.
- Develop and maintain relationships with local student performing organizations, public school music curriculum supervisors and local music educators from pre-school through collegiate level to identify needs and effectively develop, administer and modify the VSO's Education programs to meet those needs.
- Work with community partners to accomplish ambitious mutual goals for the benefit of our community, and develop and administer Community Engagement programs which fully utilize our musicians' diverse talents.
- Design measurement tools and collect and track participant feedback in order to assess impact and effectiveness of all programs.

Management:

- Service as primary contact and onsite supervisor for events, including some evenings and weekends.
- Develop annual operating plans with clear action items, ownership and timelines.
- Develop revenue and expense budgets for each Educational and Community Engagement program, monitor progress of each and adjust as necessary. Set revenue goals and creatively seek opportunities to meet those goals.
- Work closely with the Development Department to ensure that ECE funding needs are met.

- Work with Marketing/PR Department to promote activities and communicate with outside stakeholders the importance of ECE programs.
- Schedule related musician services using OPAS software, assign musicians and communicate all logistics, context and goals to those assigned. Utilize musician services under the Community Engagement Program section of the musician's Collective Bargaining Agreement to accomplish institutional goals efficiently and effectively.
- Recruit and supervise volunteers to help staff Education and Community Engagement activities.
- Other duties as assigned.

Qualifications:

- Passion for music education, designing programs utilizing performance and teaching artists.
- Creative and innovative approach to engaging the community through the arts.
- Working knowledge of orchestral repertoire required.
- Highly strategic and creative thinker with a track record of developing and executing coordinated, impactful plans.
- Evidence of ability to manage multiple projects in many stages at once, thriving within a fast-paced environment.
- Ability to work collaboratively and effectively with internal and external stakeholders to advance strategic objectives.
- Positive customer service attitude.
- Familiarity with the Virginia Standards of Learning, especially for elementary general music education.
- Highly effective written and verbal skills.

Education & Experience:

- Bachelor's degree or greater in music performance, education or arts management required.
- Minimum three years of progressive experience in a directly related field.
- Personal experience with instrumental music performance preferred.
- Experience in creating and tracking budgets.
- Experience in training teachers or performers preferred.
- Experience working within a Collective Bargaining Agreement a plus.
- Computer proficiency is required, including Microsoft Office Suite, especially Excel. OPAS experience a plus.

Compensation:

Salary range: \$35,000-38,000, plus a flex benefit health care plan, life insurance, long-term disability, and paid vacation time.

To apply, send cover letter and resume to:

Education & Community Engagement Manager Search

Attn: Dr. Christy Havens, Vice President of Orchestra Activities

chavens@virginiasymphony.org