



HARTFORD
SYMPHONY
ORCHESTRA®

Alive through great music!

POSITION DESCRIPTION

Position Title:	Education and Community Engagement Manager
Department:	Education and Community Engagement
Reports to:	Executive Director
FLSA status:	Salaried/Exempt
Working hours:	Includes evening and weekend hours

BROAD FUNCTIONS:

The Education and Community Engagement Manager is charged with planning, creating, implementing and evaluating programs that encourage patrons of all ages to participate in and learn about orchestral music. These include "Discovery" young people's concerts, chamber music ensembles, in-school workshops, family concerts, the Young Artists Competition, Instrument Discovery Labs, adult education programs, and community engagement initiatives. The Education and Community Engagement Manager collaborates on development of age-appropriate programs and music curriculum that adhere to state and/or federal guidelines, works to develop relationships with schools and community partners, and supports fundraising of related programming. This position requires a degree in music education or performance and/or relevant experience, familiarity with current trends in music education and curriculum, and the ability to work effectively with staff, musicians, teachers, and various community stakeholders.

DUTIES AND RESPONSIBILITIES:

Programming

- Collaborate with HSO Music Director, Assistant Conductor, musicians and staff to develop program goals, themes and repertoire, create scripts, digital media and other technical elements, hire guest artists as appropriate, and help inform rehearsal strategies.
- Create Teacher's Guides and similar support materials where appropriate and manage distribution to schools and partners.
- Oversee the preparation of seating maps for Discovery Concerts and similar programs.
- Collaborate with HSO musicians in the creation of chamber music programs and workshops for schools and community partners.
- Assess and manage musician professional development as required.
- Oversee the maintenance of HSO education instrument inventory and coordinate repairs as necessary.
- Manage all Young Artist Competition logistics, including preparing applications and registration forms, updating HSO website as appropriate, acting as registrar, recruiting and preparing judges, implement schedules and performance needs.
- Manage all Masterworks pre-concert performances with community partners, including technical needs and creating signage.
- Evaluate all programming to ensure internal goals are met and appropriate community impact is realized.

Administrative

- Support and assist fundraising for Education and Community Engagement programming by collaborating on funding requests and reports.
- Manage school and community partner engagements, including participant analysis, disability access needs, and executing paperwork.
- Create contracts and check requests for guest artists and production partners, as appropriate.
- Interpret and effectively administer appropriate sections of HSO musicians' collective bargaining agreement.

Communications

- Manage the engagement of HSO musicians within required deadlines and according to protocol.
- Work with HSO Marketing staff and vendors on marketing plans, collateral materials and related functions.
- Manage program evaluation and gather feedback from community partners.
- Facilitate meetings of the HSO Education and Community Engagement Committee in partnership with committee chairperson.

Perform other relevant duties and special projects as assigned.

Education, Experience and Skills:

- Bachelor's degree (Music or Music Education degree & experience preferred) plus 3-5 years prior work experience in music/music education or related field.
- Strong written, verbal and interpersonal skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Highly motivated to succeed, goal oriented and able to inspire confidence.
- Adept at building and maintaining strong staff.
- Knowledge of Connecticut Common Core State Standards and National Core Arts Standards.
- Ability to work on multiple projects simultaneously, set priorities, and meet deadlines.
- Proficiency in MS Office software; experience in OPAS is desirable.
- Use of a vehicle is required for this position.
- Ability to lift up to 25 lbs.

Supervisory Responsibilities:

Supervises part time Education Coordinator and oversees musician teaching artists, may hire and supervise education interns.

The above statements are intended to describe some specific duties and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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Please submit resumes to:

Hartford Symphony Orchestra
c/o The Bushnell Human Resources Department
166 Capitol Avenue
Hartford, CT 06106
Or email to: jobs@bushnell.org