

## **Education and Community Engagement Manager**

*Immediate Opening*

### **THE POSITION**

The Education and Community Engagement Manager will provide administrative and program support to the Director of Education in the day-to-day operations and delivery of the North Carolina Symphony's statewide music education programs. The Education and Community Engagement Manager will also be responsible for the management of the in-school ensembles, preschool music and literacy program, and outreach programs for middle and high school students. This position will also provide support for statewide education concerts, workshops, residencies, and other programs aligned with educational objectives of the North Carolina Symphony. The ideal candidate will possess strong organizational and communication skills, a passion for music education, and the ability to build strong relationships with music educators, community partners, and statewide stakeholders.

### **KEY RESPONSIBILITIES**

- Manage the in-school ensemble program, including scheduling, routing, and communication between ensembles, music teachers, and schools.
- Manage the preschool music and literacy program for statewide libraries, head start centers, and elementary schools.
- Organize and oversee annual Youth Concerto Competition, including application process, auditions, and selection of winners.
- Schedule musician and guest artist workshops for middle and high school students.
- Collaborate with the Director of Education to ensure program alignment with educational objectives, community needs, and the North Carolina K-12 music standards.
- Provide support to Director of Education for statewide Education Concerts, residencies, Teacher Workshop, Educator Awards, and other initiatives.
- Assist in managing program budgets, ensuring expenses are within budget.
- Perform concert duty and other administrative responsibilities or assignments as needed.

### **CANDIDATE REQUIREMENTS**

- Bachelor's degree from an appropriately accredited institution and two (2) years of experience related to the area of assignment, or an equivalent combination of training and experience
- Demonstrated experience/background in classical music and music education
- Demonstrated experience communicating, building and maintaining working relationships with stakeholders
- Proficient experience using Microsoft Office products (Excel, Word, PowerPoint, Outlook, Teams, and Zoom)
- Experience managing music education programs, preferably within a cultural or arts organization
- Experience working with K-12 music students and teachers, and a basic understanding of the North Carolina education system and music education standards

- Strong written, verbal, and interpersonal skills

## **OTHER CONSIDERATIONS**

- Ability to travel and work outside traditional office hours (Evenings and weekends as needed).
- Applicants must be authorized to legally work in the U.S. and independently maintain such authorization. The NCS is unable to sponsor or to assume sponsorship of an employment Visa.
- Because driving between worksites and to various locations may be a central function of the position, administrative staff must maintain a valid driver's license and have reliable transportation.

The North Carolina Symphony values diversity in backgrounds and experiences. Individuals are encouraged to apply even if they do not meet every requirement. We expect that the ideal candidate will exhibit many of the listed requirements, skills, and competencies. We also consider a combination of experience, proficiency, and transferrable skills when considering a position submission.

This is a full-time salaried position based in the Triangle region of North Carolina. The recruitment salary range is \$44,588 – \$59,813. The North Carolina Symphony is currently operating on a hybrid work structure with onsite and remote work (after the first 90 days).

## **TO APPLY**

Interested applicants must apply through the following link:

<https://www.governmentjobs.com/careers/northcarolina/jobs/4567684/education-and-community-engagement-manager>

Applications will be reviewed following the August 16 closing date.

*No emails or phone calls, please*

Application Deadline: August 16, 2024