

## **Education Coordinator**

*Immediate Opening*

### **THE POSITION**

The Education Coordinator will provide support for the delivery and execution of the music education programs of the North Carolina Symphony. Responsibilities include managing pre-concert performances for youth organizations, open rehearsals for middle and high school students, and instrument zoos in the community. The Education Coordinator will also provide administrative support for the delivery of music education across the state, including Education Concerts, preschool music and literacy programs and in-school ensembles.

### **KEY RESPONSIBILITIES**

- Coordinate Open Rehearsal reservations for middle and high school groups.
- Manage Transportation Funding application and processing for public and charter schools.
- Coordinate instrument zoos and volunteers for Young People's Concert series, Summerfest, and other community outreach events.
- Facilitate Virtual Interactive Stage (VIS) and digital programming to maximize statewide reach and support online/synchronous learning.
- Provide administrative support for Education Concerts in Raleigh, including invoice processing, ticket requests, seating charts, and on-site logistics.
- Assist as needed with preschool and in-school ensemble programs.
- Perform concert duty and other administrative responsibilities or assignments as needed.
- Travel to and from worksites and various venues.

### **CANDIDATE REQUIREMENTS**

- High school or General Educational Development (GED) diploma and one year of administrative experience; or an equivalent combination of education and experience
- Experience working with K-12 music students and teachers, and a basic understanding of the North Carolina education system and music education standards
- Administrative experience, including handling invoices, processing check requests, and managing time-sensitive emails and phone calls
- Strong written, verbal, and interpersonal skills
- Demonstrated experience/background in classical music and music education
- Proficient experience using Microsoft Office products (Excel, Word, PowerPoint, Outlook, Teams and Zoom)

### **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 salary range is \$31,200 – \$36,720. 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/4567379/education-coordinator>

Applications will be reviewed following the August 16 closing date.

*No emails or phone calls, please*

Application Deadline: August 16, 2024