



Job Description: Manager of Education and Community Engagement

Full Time – some evening and occasional weekend availability is required

Reports to: President & CEO

Job Requirements:

- Excellent Writing Skills
- Creative thinker
- Excellent communication skills
- Ability to work with both children and adults
- Excellent organizational skills and the ability to manage multiple projects at once
- Proficient in Microsoft Office
- Knowledge of Classical Music and musical terms
- Knowledge of Stark County educators' a plus
- Bachelor's Degree in Education or Music preferred

Description:

Youth Educational Programs

The ideal candidate will create and produce a minimum of three different educational programs a year for a variety of age groups. The ideal candidate will work to expand the current offerings as well as develop new ways to incorporate technology into the programs.

- Research and develop creative programming that ties to current age-appropriate Ohio learning standards
- Identify new sources of funding and work with the Director of Development on grants and other funding opportunities.
- Work closely with Assistant Conductor on musical content for educational orchestral concerts
- Work with staff and musicians to develop musical content for ensemble programs
- Work with Marketing department to advertise programming to local schools
- Receive and process reservations for educational concerts
- Attend all rehearsals

Canton Youth Symphony

The ideal candidate will work closely with the Assistant Conductor on all aspects of the Canton Youth Symphonies.

- Serve as Administrator for the groups managing paperwork, payments and correspondence between the conductor and the parents and students
- Attend all rehearsals and performances of the groups

Community Engagement

The ideal candidate will have the innate ability to communicate and work well with both children and adults.

- Maintain relationships with area educators and administrators throughout Stark County
- Maintain board positions that create a CSO presence in the community and support the work of the CSO
- Accept speaking and/or teaching opportunities as requested by the community

Community Outreach

The ideal candidate will seek out new opportunities for the CSO to engage with the community at large through free performances and other related events.

- Assist the Director of Development in seeking out funding for outside performances
- Oversee outreach performances (such as Listen at the Library, Sundays at the Symphony, Summer Serenades in the Park)
- Advise on all programmatic content
- Coordinate additional performances and appearances with community groups
- Organize and develop orchestra-related, non-musical events as opportunities arise
- Develop and coordinate the ConverZations Series as well as Gallery exhibits
- Promote and support community music organizations that share the CSO mission
- Collaborate with outside organizations to further the CSO's mission

Board of Trustees Education Committee

- Provide program updates for committee and board meetings as needed
- Advise committee of program needs and concerns
- Plan annual CSO Music Educator Appreciation event as well as Music Educator of the Year award
- Encourage on-going advocacy of public school music education by the committee and board

This job description may be amended consistent with the needs of the organization within the discretion of the President & CEO.

To apply: Send resume and cover letter to mmullaly@cantonsymphony.org