

Job Title: Education Coordinator
Organization: Kalamazoo Symphony Orchestra
Reports to: Director of Educational Partnerships

Job Description: The Education Coordinator supports the successful implementation of a comprehensive series of education and community programs. The Education Coordinator is a member of the KSO Education Team, supporting the work of the Vice President of Education and Community Partnerships, Director of Educational Partnerships, Director of Marvelous Music, and KSOL Education Chair.

Responsibilities:

- Coordinate registration, scheduling and communications for programs including Music on the Move Ensembles, Instrument Petting Zoo, KSO Partner Schools, and Youth Concerts
- Maintain up-to-date contact information for area schools and music teachers
- Assist in preparing, packaging and delivering curriculum materials
- Prepare supplies for Musical Storybooks, Marvelous Music, and Family Fun Chamber Music Series
- Manage student competition entries
- Recruitment and manage volunteers
- Narrate stories and assist at school and community events
- Coordinate pre-concert activities for Family Discovery Series
- Plan and assist with special events and reception
- Compile and summarize evaluation data for all programs
- Additional duties as assigned

Qualifications:

- Bachelor's degree in Music, Music Education, Arts Administration or related major
- Excellent organizational and communication skills
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Publisher)
- Ability to read scores and parts required; music notation software experience preferred
- Working knowledge of symphonic music
- Good presentation skills
- Experience interacting with groups of children

Hours and Compensation: 20 hours per week, occasional evening/weekend hours required; \$15 per hour

Organization Description: The Kalamazoo Symphony Orchestra is the state's third largest orchestra with an operating budget of \$2.8 million, and more than eighty musicians and professionals employed full or part time. With a comprehensive education program for children and a variety of enriching musical experiences for adults, the KSO serves approximately 50,000 people each year, including 30,000 children.

Application deadline: August 31, 2015

Contact: Liz Youker, Vice President of Education and Community Partnerships

Application procedure: No phone calls please. E-mail resume, cover letter and references in Word or PDF format to eyouker@kalamazoosymphony.com.