

Job Title: Manager of Community Partnerships

Organization: Kalamazoo Symphony Orchestra

Reports to: KSO Vice President of Education and Community Partnerships

Job Description/Purpose: The Manager of Community Partnerships will focus in 2016-17 on successful implementation of the *Marvelous Music!* program during its first leadership transition. The Manager of Community Partnerships position will gradually incorporate integrated responsibilities related to the wider set of KSO community initiatives as *Marvelous Music!* becomes more embedded within the operations of the Education Department.

Primary *Marvelous Music!* responsibilities:

Marvelous Music! is a collaboration of KSO and Crescendo Academy of Music, serving preschool partners including: KRESA Head Start, KRESA Great Start, KPS PEEP, Portage Public Schools Great Start Readiness, Comstock Community Learning Center, and Northside Preschools.

Overall: Work closely with the KSO Vice-President of Education and CAM Executive Director in administration of the program; maintain regular lines of communication with program partners; track and report programmatic and budget information; and represent the program in the community through such venues as the Great Start Collaborative's School Readiness Advisory Task Force.

Music Together: Develop class schedules; collect enrollment information for purchase of materials; communicate with parents and teachers as needed for effective implementation.

Musical Storybooks: Facilitate timing/scheduling of performances with KSO Education Department, preschool sites, and Music Together Specialists, coordinate preparation of materials, coordinate with the PNC Volunteer Program for assembly of materials, attend events to facilitate and narrate as needed, administer surveys and compile responses

Strings & Me Private Lessons: Work with CAM Executive Director, Music Specialists, and Preschool Teachers to communicate the lesson opportunity to classroom teachers and coordinate selection of private lesson students, create communications for families of private lesson students, assist in scheduling and implementation of Play Party performances for violin students and families annually.

Musical Families: Collaboratively develop family engagement opportunities with schools; create parent communications; order take-home materials including featured books, Great Music for Great Kids CD and booklet; coordinate with the PNC Employee Volunteer Program to assemble materials; facilitate KSO concert tickets for selected families

Evaluation: Participate in annual evaluation plan development with KSO VP of Education, CAM Executive Director, and Evaluation Consultant; manage implementation of evaluation tools (such as classroom observations, teacher and parent surveys, verbal and pictorial responses from students; summarize evaluation results into a yearly report.

Additional Community Partnership responsibilities include:

Planning and Integration: Work collaboratively within the KSO Education Department to optimize program operations; participate in regular department and staff meetings to maintain open communication and align departmental and cross-departmental efforts; participate in planning for continuing and new community engagement projects.

Other Duties as Needed: This job description is also subject to revision as the program progresses. All KSO staff participate in events to promote the organization and assist each other on occasion as needs arise.

Qualifications

- Previous experience and successful track record in program management, including handling budgets
- Strong organizational skills
- Strong verbal and written communication skills
- Collaborative approach to planning and problem solving
- Knowledge of music education and the school environment
- Ability to create and maintain positive, professional working relationships
- Passion for bringing musical experiences to young people
- Ability to work independently and across multiple sites
- Flexibility

Working Conditions

Physical Demands

The employee will spend time sitting and using office equipment and computers and traveling to various venues. The person in this position must have transportation and a valid license. The person will also have to do some lifting of supplies and materials from time to time. This person may also need to stand for long periods of time during special events.

Sensory and Mental Demands

The employee must be able to manage multiple program components, set and meet deadlines independently, communicate regularly with multiple constituents, and develop numerous organizational and tracking systems. He or she will spend significant time on the computer and phone and will interface regularly with the project partners.

Schedule

A regular weekly schedule will be established but hours may need to fluctuate occasionally according to program activities.

Term of Employment

The Manager of Community Partnerships is an at-will employee of the KSO during the terms of the grants. Performance reviews by the KSO Vice-President of Education will take place at the conclusion of each school year.

Hours and Compensation: \$21,500 annually; 25 hours per week.

Benefits: Paid holidays, vacation and sick days in accordance with KSO Employee Handbook; this position does not qualify for health benefits.

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: Wednesday, July 20, 2016 at 5:00pm

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

Application procedure: E-mail cover letter, resume, and at least three references in PDF format to eyouker@kalamazoosymphony.com.