

<b>Job Title:</b>	<b>Education Assistant</b>
<b>Organization:</b>	Kalamazoo Symphony Orchestra
<b>Reports to:</b>	Director of Education and Community Engagement

**Job Description/Purpose:** The Education Assistant is a member of the KSO Education Team, supporting the work of the Education Director, Education Manager, Director of Marvelous Music, and KSOL Education Chair. This position also provides general administrative support to the KSO office.

**Duties and Responsibilities:** Coordinate registration, scheduling and communications for programs including “Music on the Move” Ensembles, Instrument Petting Zoo, KSO Partner Schools, and Youth Concerts; assist in preparing, packaging and delivering curriculum materials; take inventory, assemble and package supplies for programs such as Music & Make Believe; manage student competition entries; assist in recruitment and management of volunteers; assist at school and community events; coordinate pre-concert activities for Family Discovery Series, maintain Excel database of area schools; compile and summarize evaluation data for all programs; manage school mailings; maintain archival Education Notebook; general office assistance as assigned.

**Desired Qualifications:**

- Excellent interpersonal and communication skills, both verbal and written
- Highly organized with relentless attention to detail
- High level computer proficiency and working knowledge of Microsoft Office (Word, Excel, PowerPoint)
- Knowledge of symphonic music
- Commitment to the value of music education
- Experience interacting with children pre-K through Elementary

**Hours:** 15 hours per week; some flexibility in schedule is available; occasional evening/weekend hours required

**Compensation:** Starting at \$12 per hour

**Organization Description:** The Kalamazoo Symphony Orchestra, celebrating its 90<sup>th</sup> anniversary season in 2010-11, is a financially sound, premier organization with a long history of leadership in the orchestra field and in its community. The KSO has a budget of approximately \$2.5 million. The KSO’s founder, Leta Snow, also founded the League of American Orchestras after founding the KSO in 1921. Our innovative Artist-in-Residence program brings performing musicians into schools as teachers and ambassadors, revealing the deep importance of education to the KSO’s mission. KSO presents approximately 40-50 concerts per year of a variety of repertoire, focused on the great orchestral repertoire led by Music Director Raymond Harvey.

Date posted: July 25, 2013

Application deadline: August 5, 2013

Contact Name: Elizabeth Youker, Education Director

Contact e-mail: [eyouker@kalamazoosymphony.com](mailto:eyouker@kalamazoosymphony.com)

Contact phone: No phone calls, please.

**Application procedure:** E-mail resume, cover letter and references to [eyouker@kalamazoosymphony.com](mailto:eyouker@kalamazoosymphony.com). Incomplete applications will not be considered.