

KALAMAZOO SYMPHONY ORCHESTRA

Raymond Harvey - Music Director

Job Title: Education Manager

Reports to: Education Director

Job Description/Purpose: The Education Manager is responsible for the successful implementation of a comprehensive series of education and community programs, with primary emphasis on pre-K-12th grade.

Programs include Music & Make Believe (pre-school program), KSO Partner Schools, Youth Concerts, Instrument Petting Zoo, Music on the Move (school ensemble visits), youth competitions, partnerships with Kalamazoo Junior Symphony Orchestra and Crescendo Academy of Music, Scholarships, BRAVO recital, Student Performer Showcase, and yearly special projects and events. This position also provides support to the directors of two major community collaborations: Marvelous Music and Kalamazoo Kids in Tune. The Education Manager collaborates with the KSO Assistant Conductor on Youth and Family Discovery concert planning and provides occasional support to colleagues from other departments in the KSO office. The Education Manager reports to the Education Director and is supported by an Education Assistant (15 hours/week) and general office staff.

Duties and Responsibilities: Manage scheduling, registration and thorough communication with teachers and musicians for school-based programs; work within the parameters of the collective bargaining agreement with the Kalamazoo Federation of Musicians; present/narrate programs for school assemblies and community education events; maintain equipment and supplies; assemble and package learning materials; lead Youth Concert Design Team of area music teachers to design and prepare Youth Concert curriculum materials, work with KSO Assistant Conductor and Youth Concert production team to plan and manage aspects of performances; lead KSO Partner School planning team of music teachers and KSO musicians in annual curriculum updates; maintain school information and stay up to date on developments in area school districts; maintain up-to-date knowledge of area music opportunities, communicate regularly with area private music teachers and organizations offering music instruction; recruit volunteers for programs and events; oversee an hourly assistant and volunteer interns; maintain existing and develop new evaluation tools, compile and summarize evaluation results; manage program budgets; support grant writing and fundraising efforts with program and event descriptions, thorough documentation, archival materials and budgets; plan and secure presenters for professional development opportunities for teaching artists; plan and host teacher and donor appreciate receptions; participate in regular staff and musician meetings; present information to the KSO Board of Directors, the Kalamazoo Symphony Orchestra League and other audiences; collaborate with colleagues as needed to support the overall mission of the organization.

Desired Background: Previous program management experience; track record of success in planning and implementation; experience managing teams; education/youth development experience; arts experience, including basic knowledge of orchestral music.

Required Skills and Experience: Bachelor's degree (masters preferred); excellent communication skills; high level of organization and productivity; strong interpersonal and collaborative skills; high level of technological proficiency and facility with electronic media; enjoyment of a bustling environment with many programs and activities in progress at the same time.

Hours: 40 hours per week; occasional evening/weekend hours required

Compensation: Salary commensurate with experience; Health, Disability and Life Insurance; Paid Vacation

Organization Description: The Kalamazoo Symphony Orchestra, now in its 92nd season, is a premier nonprofit arts 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: April 29, 2013

Application deadline: May 24, 2013

Contact Name: Elizabeth Youker, Education Director

Contact e-mail: eyouker@kalamazoosymphony.com

No phone calls, please.

Application procedure: E-mail resume, cover letter and reference list to eyouker@kalamazoosymphony.com. Incomplete applications will not be considered.