POSITION DESCRIPTION

Position Title: Manager of Education and Community Engagement
Status: Full-Time Exempt
Reports To: Director of Education and Community Engagement
    Vice President & General Manager

Position Summary

The Manager of Education and Community Engagement (ECE) serves as a key member of the education and community engagement team, planning, executing and providing support for education and community engagement initiatives. Working with the Director of Education and Community Engagement, the Vice President & General Manager, staff, musicians and external partners such as local school districts and community organizations, the Manager of Education and Community Engagement helps develop and oversee activities that support program goals, including the management of the Jacksonville Symphony Youth Orchestras (JSYO) program.

This self-motivated individual will possess excellent judgment and decorum, as well as exceptional communication, organization and administrative skills. The successful candidate will be a creative problem solver, detail-oriented and able to maintain composure in a fast-paced environment. A passion for and experience in the performing arts is essential.

Responsibilities

- Coordinate, facilitate, and manage all operational aspects of the JSA's education programs and the JSYO at the Times-Union Center and at a variety of locations across the Jacksonville area, ensuring all activities run smoothly and on budget.
- Formulate promotional strategies to attract and recruit JSYO participants; manage and facilitate audition events and student attendance; maintain accurate records for reporting.
- Oversee logistics for multiple site venues, serving as a liaison with multiple key stakeholders including students, parents, volunteers, and community partners; directly manage regularly scheduled Sunday rehearsals of all JSYO ensembles.
- Produce and staff special events such as orientation, retreats and tours.
- Engage coaches and/or judges for sectionals, chamber music, and the Young Artists Competition including hiring, scheduling, material preparation and payroll.
- Oversee management of JSYO library services, including production of parts, editing, bowings, music distribution, cataloging and storage.
- Assist with the creation of curriculum guides, scripts, visual production enhancement and pre-performance material and coordinate its distribution.
- Other duties as requested or assigned.

Requirements

- Experience in managing operational logistics in a non-profit, performing arts setting, with emphasis on managing multiple overlapping projects, priorities, and partner relationships.
- Experience working with professional musicians and understanding their needs and the requirements of working within the terms of collective bargaining agreements.

- ❏ Familiarity with the orchestral repertoire, and knowledge of production of orchestral performance materials.
- ❏ Ability to interact effectively and diplomatically and maintain positive working relationships with a wide range of internal and external partners, as well as children and K-12 students.
- ❏ Responsible and reliable. Position requires daytime, evening and weekend hours, including Sundays.
- ❏ Proficiency in Microsoft Office; must be able to learn OPAS and Tessitura.
- ❏ Physically able to lift up to 35lbs, unassisted.
- ❏ Must have a positive attitude, be able to work as part of a high-functioning team, posses a passion for the performing arts, as well as a strong desire to bring them to audiences.

Compensation

The Jacksonville Symphony offers a competitive salary. This position is eligible for full benefits including medical, vision, life insurance, long-term disability, and access to a 403(b) retirement plan.

How to Apply

To apply for this position, please submit in PDF format a résumé and letter of introduction outlining your specific experience and qualifications to Debbie Forsberg at dforsberg@jaxsymphony.org. No phone calls, please.