



## POSITION DESCRIPTION

<b>Position Title:</b>	Director of Education & Community Engagement
<b>Status:</b>	Full-Time, Exempt
<b>Reports To:</b>	Vice President & General Manager
<b>Supervises:</b>	Manager of Education & Community Engagement

## POSITION SUMMARY

The Director of Education & Community Engagement (DECE) manages a suite of existing programs and develops new partnerships and initiatives that advance the Jacksonville Symphony's strategic goals and serve children and adults of all ages with high-quality, impactful educational programming grounded in symphonic music.

The DECE is adept in building external partnerships that extend reach and participation in the Symphony's education programs and enhance and expand the institution's role as a valuable community asset and the largest provider of youth music education programs in the Northeast Florida region.

The successful candidate will have the ability to assess community needs and create balance with institutional goals, priorities, and operating realities. The successful candidate will be a versatile, creative, and flexible thinker with the ability to work fluidly across departments and with a variety of constituents, while managing a wide range of overlapping priorities, projects and timelines.

## PRIMARY RESPONSIBILITIES

- ❑ Collaborate with internal and external constituents to create, develop, produce and evolve education and engagement programs aligned with the needs of the Jacksonville Symphony and communities of the Jacksonville metropolitan area
- ❑ Collaboratively create and manage an annual education and community engagement operating plan with clear action items, owners, timelines, budgets and metrics to measure success
- ❑ Participate in the curricular design and creation of specific concert programs in collaboration with artistic and conducting staff
- ❑ Manage the operational planning and production of ECE concert programs in collaboration with artistic and production staff
- ❑ Collaborate with the Development team in the areas of funder and community relationships, program measurements, grant applications, and Tessitura
- ❑ Work with the Marketing team on the design and production of materials that support the Symphony's education and engagement programs
- ❑ Participate in performance, engagement and event duty rotation, including concerts and events outside traditional office hours

## QUALIFICATIONS

- ❑ Three to five years of increasingly responsible experience in managing education and community engagement programs in a professional orchestra setting
- ❑ Demonstrated track record of building successful and sustained external partnerships that amplify the reach and effectiveness of the institution
- ❑ Knowledge of symphonic music and experience working with professional musicians and artists
- ❑ Proven ability to function as a collaborative, creative, flexible, and resourceful problem solver
- ❑ Exemplary communication, interpersonal and organization skills, with polished presentation style
- ❑ Proficient in Microsoft Office and CRM databases
- ❑ Responsible, reliable, able to work weekends and evenings
- ❑ Physically able to lift 35lbs, unassisted
- ❑ Ability to pass the requisite background checks determined by local school districts

### **About the Jacksonville Symphony:**

The Jacksonville Symphony is a cultural leader of a vibrant and growing Northeast Florida. With an annual operating budget of \$10.5 million, the Symphony performs more than 100 main stage concerts each season, as well as another 100 education and community engagement performances to serve more than 250,000 people throughout the First Coast per year.

Since 2015, the organization has experienced a period of rapid growth that has included artistic enhancements, deepened community impact, and financial success. The Symphony performs under the artistic leadership of Music Director Courtney Lewis, who has transformed the orchestra into one of the premier ensembles in the southeastern United States.

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.

### **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](mailto:dforsberg@jaxsymphony.org). No phone calls, please.