



POSITION DESCRIPTION

Position Title: Manager of Music Education & Community Engagement
Status: Full-Time Exempt
Reports To: Director of Music Education & Community Engagement

Position Summary

The Manager of Music Education & Community Engagement is an important member of the education and community engagement (ECE) team, which creates and produces innovative educational programs rooted in symphonic music. The Manager assists in the planning and implementation of all ECE initiatives and programs, with special emphasis on managing our largest program, the Jacksonville Symphony Youth Orchestras, encompassing six separate ensembles serving students and families from across Jacksonville and surrounding counties.

The Manager is responsible for the timely on-site operation of JSYO rehearsals, concerts, and other ECE events, and the movement of materials which may include music, small instruments, reception supplies, and other items. The Manager maintains department records and serves as an important point of connection and source of information for a variety of stakeholders.

The successful candidate will be a creative problem solver who is highly organized, communicative, detail-oriented, and able to maintain composure in a busy environment with many projects and timelines. A passion for and experience in the performing arts is essential.

Responsibilities

JSYO

- Manage the logistical planning and on-site operation of all JSYO events including retreats, orientations, rehearsals, performances, and receptions. All ensembles rehearse on Sunday afternoons, and a full on-site workday is required, generally late morning through early evening.
- Coordinate the smooth flow of logistical information and work with key personnel including stage crew in managing concert logistics, stage plots, and other information.
- Manage the JSYO calendar and tracking of student attendance records.
- Formulate promotional strategies to attract and recruit JSYO participants; oversee the audition and admission process, monitor participant payments, and ensure that records are properly updated and current.
- Interact with Jacksonville Symphony musicians and schedule musicians for student coachings and sectional rehearsals as needed, and coordinate musician payments.
- Purchase, produce and distribute musical parts to all participants; manage the JSYO music library.
- Serve as primary liaison to all students and families participating in JSYO programs; serve as primary operational contact with external partners including Florida State College at Jacksonville.

Other ECE and Symphony Programs

- Assist in the planning, production, and tracking of all ECE programs, including Students at the Symphony, Communities in Schools, Civic Orchestra, and other programs.
- Create and maintain updated databases of students, alumni, coaches, parents, schools, vendors, and other contacts.
- Coordinate with educators and facilitate creation and production of supporting curricular materials distributed to students prior to select educational performances.
- Participate in rotation of concert assignment in a variety of front or back of house roles.
- Provide administrative assistance to the Director of Music Education and Community Engagement as needed.
- Other duties and projects as assigned.

Requirements

- Experience in managing operational logistics in a musical or performing arts setting, with emphasis on managing multiple overlapping projects, priorities, and partner relationships.
- Familiarity with instrumental music and knowledge of creating and organizing parts and performance materials.
- Ability to professionally and diplomatically represent ECE programs with a wide range of stakeholders including students and parents, musicians and staff, stage crew, and external partners.
- Ability to work independently. Position requires a variable schedule with a combination of daytime, evening and weekend hours.
- Proficiency in Microsoft Office with the ability to quickly learn other relevant applications.
- Four year degree preferred.

About the Jacksonville Symphony

As Music Director Courtney Lewis begins his sixth season, the Jacksonville Symphony celebrates the 2020/21 season that promises another year of exemplary symphonic music. Each season, the Symphony reaches over 135,000 individuals through almost 100 performances in Jacoby Symphony Hall and communities throughout Florida.

The Symphony is also a leader in the community for music education, serving four county school districts and over 35,000 students.

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

The Jacksonville Symphony provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

To Apply

Please submit a cover letter of introduction outlining your specific experience and qualifications, and résumé in PDF format to Andreea Vineyard at hr@jaxsymphony.org. No phone calls, please.