



**Community Engagement Program Manager  
Advocacy & Community Engagement Team**

<b>Work Status:</b>	Full-Time	<b>Payroll Type:</b>	Exempt
<b>Location of Job:</b>	Davies Symphony Hall San Francisco, CA	<b>Salary:</b>	\$71,890.00
<b>Schedule:</b>	Monday-Friday, Some weekends	<b>Regular Hours:</b>	35 hours per week, some evenings
<b>Reports To:</b>	<b>Assoc. Dir., Advocacy &amp; Community Engagement</b>	<b>Supervisory:</b>	No

**JOB SUMMARY**

The San Francisco Symphony Advocacy & Community Engagement (ACE) team is responsible for advancing the mission, vision, and values of the SF Symphony through supporting the interests of our arts and culture partners throughout the Bay Area, working to ensure artistic and economic vitality essential to the equitable recovery of San Francisco's diverse communities, and the rebuilding of social cohesion and trust in our city and beyond. ACE is also charged with growing the Symphony's established community concerts and programs, including the All San Francisco Concert, Día de los Muertos, Music in the Wards, community chamber concerts, and community partnerships. Finally, ACE oversees the San Francisco Symphony Volunteer Council (VC), a standing committee of the Board of Governors which is responsible for advancing the interests of the San Francisco Symphony in the Bay Area through fundraising, audience development and community service. Today the Volunteer Council involves more than 1,500 active volunteers annually and is organized into eight regional leagues and more than twelve service groups.

The Community Engagement Program Manager supports the Symphony's broad and diverse portfolio of community engagement and advocacy work, as well as provides administrative support to the ACE team. Responsibilities will include managing a wide variety of projects relating to the SFS work in the community and welcoming the community into Davies Symphony Hall. Additionally, this position will help support and identify opportunities to advance community partnerships.

## **RESPONSIBILITIES**

- Assist and engage on planning and execution of community engagement and advocacy activities, including providing project management and research, preparing materials, and talking points for various meetings, attending public meetings and taking contemporaneous notes, drafting letters and other materials, building relationships with key constituencies, coordinating visits by public officials to the Symphony, and other advocacy projects as needed.
- Provide logistics support for volunteer programs by coordinating musicians and guest speakers for league meetings and league special events, support service committees, and attend and work special events and volunteer meetings as needed.
- Conduct job functions and activities in alignment with the principles of the SFS's Diversity, Equity, and Inclusion (DEI) work, and support the organization's DEI work through participation in working groups and other initiatives as possible.
- Provide budget management support, invoice processing and tracking, credit card statement processing and tracking, projections, and other tasks as needed.
- Lead the development, design, editing, copy, printing and deployment of digital and print materials for all advocacy, community engagement and volunteer activities.
- Support relationship building and communication with local leadership: Board of Supervisors, Consular Corps, and the San Francisco Arts Commission related to concerts and community activation.
- Work closely with administrative staff throughout the San Francisco Symphony (including Patron Services, Artistic, Marketing, Communications, Accounting, Operations, Education, Development, Orchestra Personnel and Executive Team) on development of systems, coordination of logistics, and timely distribution of information to ensure the success of each program or initiative.
- Work with team as needed on additional department events and office operations.

## **QUALIFICATIONS**

The Advocacy and Community Engagement team is looking for a passionate, motivated, and empathetic collaborator to join our team. We welcome and encourage you to apply for this position, even if your experience does not completely align with every part of this job description.

## **Education and Experience**

- 3+ years' experience in administration at a large nonprofit organization, ideally in an outward-facing department (external relations, marketing, etc.). Experience at an arts organization preferred.
- Enthusiasm for and experience in community engagement projects and government relations with respect to advocacy, local politics, and issues facing arts organizations large and small in the Bay Area.
- An understanding of volunteers, events and/or production management is preferred.

## **Knowledge, Skills and Abilities**

- Strong writing and verbal communication skills.
- Demonstrated ability to handle sensitive issues and maintain confidentiality.
- Excellent organizational, planning, tracking and follow-up skills.
- Demonstrated ability to cultivate positive working relationships and gain the trust and respect of all levels of internal and external constituencies with the Symphony: musicians, administrative staff, management, community partners, patrons, donors, volunteers and members of the Board of Governors.
- Demonstrated ability to perform duties with a high level of professionalism, flexibility.
- A self-starter with willingness to develop new internal and external relationships, attend a wide array of events during non-business hours and seek out information and opportunities with relatively minimal instruction and oversight.
- Advanced knowledge of Microsoft Word, Excel, PowerPoint and Outlook. Data input experience with basic graphic abilities. Tessitura experience a plus.
- Detail-oriented with the ability to work independently on multiple projects simultaneously.
- Demonstrated ability to operate under pressures of time and multiple demands.
- Strategic thinker and creative problem solver.
- Ability to work as a part of a team and have the ability to keep an eye on the big picture while managing the details.
- Has a passion for the arts, education and the role the San Francisco Symphony plays in the community.
- Possesses strong cultural competency, maintains openness and eagerness to learning about new cultures, neighborhoods, communities, and art forms desired.
- Fluency in a second language (or more!) desired.

## **APPLICATION INSTRUCTIONS**

To apply, please visit our website at [www.sfsymphony.org](http://www.sfsymphony.org). Under the About Us tab, go to the Careers and Auditions page and click on "View administrative job listings." Search for this job and click on "Apply for this Position" to submit your resume and cover letter.

## **VALUES STATEMENT**

The San Francisco Symphony is committed to cultivating an environment of inclusion, equity, and diversity for our staff, musicians, patrons, and community. As leaders and innovators of our inherited tradition of orchestral music, we acknowledge our responsibility to identify and dismantle the oppressive barriers that we have historically maintained. We resolve to hold ourselves accountable, devote resources, and embrace change by centering racial equity and listening to and learning from marginalized voices.

We recognize that this is an ongoing, sometimes uncomfortable practice, and continue to learn and evolve. We welcome applicants who are enthusiastic to join us on this journey.

## **ORGANIZATIONAL PROFILE**

The San Francisco Symphony is widely considered to be among the most artistically adventurous and innovative arts institutions in the United States, celebrated for its artistic excellence, creative performance concepts, active touring, award-winning recordings, and standard-setting education programs. In the 2020–21 season, the San Francisco Symphony welcomed conductor and composer Esa-Pekka Salonen as its twelfth Music Director and embarked on a new vision for the present and future of the orchestral landscape. This exciting artistic future builds on the remarkable 25-year tenure of Michael Tilson Thomas as the San Francisco Symphony's Music Director. Tilson Thomas continues his rich relationship with the Symphony as its first Music Director Laureate. In their inaugural season together, Esa-Pekka Salonen and the San Francisco Symphony have introduced a groundbreaking artistic leadership model anchored by eight Collaborative Partners from a variety of cultural disciplines: Nicholas Britell, Julia Bullock, Claire Chase, Bryce Dessner, Pekka Kuusisto, Nico Muhly, Carol Reiley, and Esperanza Spalding. This group of visionary artists, thinkers, and doers joins with Salonen and the San Francisco Symphony to chart a new course of experimentation by collaborating on new ideas, breaking conventional rules, and creating unique and powerful experiences.

The San Francisco Symphony presents more than 220 concerts and presentations annually for an audience of nearly 450,000 in its home of Davies Symphony Hall and through its national and international touring. A cornerstone of the organization's mission, the San Francisco Symphony's education programs are the most extensive offered by any American orchestra today, providing free comprehensive music education to every first- through fifth- grade student in the San Francisco public schools, and serving more than 75,000 children, students, educators, and families annually. The San Francisco Symphony's recordings have won such awards as France's Grand Prix du Disque and Britain's Gramophone Award, as well as 16 Grammy Awards. San Francisco Symphony radio broadcasts, the first in the nation to feature symphonic music when they began in 1926, today carry the Orchestra's concerts across the country. In 2004, the SFS launched the multimedia Keeping Score on PBS-TV and online and in 2014, the San Francisco Symphony inaugurated SoundBox, an experimental performance venue and music series located backstage at Davies Symphony Hall. February 2021 saw the launch of

SFSymphony+, the San Francisco Symphony's on-demand video streaming service. For more information, visit [sfsymphony.org](https://www.sfsymphony.org).

Pursuant to the San Francisco Fair Chance Ordinance, the San Francisco Symphony will consider for employment qualified applicants with arrest and conviction records.

The San Francisco Symphony is an Equal Opportunity Employer.