



## **Pacific Symphony Education Manager**

### **POSITION SUMMARY**

As a member of the Education and Community Engagement team, the Education Manager plays a critical role in managing, designing, implementing, and evaluating large-scales education programs for Pacific Symphony with the Director of Education. Included in the Manager's role is oversight for implementation of Interactive Lobby Activities for the Family Musical Mornings concert series, Musical Playground at Symphony in the Cities, and overseeing the day-to-day functions of the Symphony's largest education program, the nationally recognized, Class Act.

Reporting to the Director of Education, the successful candidate will be a strong manager who possess the ability to manage teams of employees and volunteers at large scale events and to create educational content well-aligned to both community needs and the Symphony's mission of enriching the human spirit through superior performance of symphony music and community engagement.

Pacific Symphony is searching for a qualified candidate to fulfill the duties of a full-time Education Manager. Program activities are currently a mix of virtual and in-person interactions, with plans to return to primarily in-person programming once it is safe to do so. Strict covid-19 safety protocols are followed for all in-person work.

### **JOB DUTIES AND RESPONSIBILITIES**

#### **Class Act**

- Serve as Program Manager for Class Act, the Symphony's award-winning elementary school partnership program, overseeing partnerships with schools.
- Oversee three part-time employees, up to twelve Class Act Teaching Artists (Symphony musicians), plus volunteers.
- Support part-time employees in communication with school partners and Class Act Teaching Artists.
- Work with Director of Education and collaborators to create curriculum, Teacher Workshop activities, and scripts for Class Act program elements, including both in-person and digital program delivery.

- Develop and maintain quality relationships with students, parents, teachers, and administrators in Class Act's partner elementary schools.
- Review and approve weekly musician and staff payroll.
- Plan and run monthly Class Act staff meetings.
- Plan other events with Class Act staff.
- Track expenses and income with Director of Education and Class Act Program Coordinator.
- Track program participants and events.
- Assist with development of assessment tools and program assessment.
- Oversee front-of-house for Youth Concerts with Education Projects Manager.

### **Family Musical Mornings Concerts and Symphony in the Cities**

- Create family-friendly program materials and activities for each of the five Family concerts, and three to four Symphony in the Cities Concerts, with Director of Education.
- Recruit, train, and supervise volunteers and guest artists.
- Track expenses with Director of Education.
- Order and acquire supplies for each day of activities.
- With volunteers and casual labor, set up and break down activities for each concert.
- Prepare layouts and equipment requests for each concert's activities.
- Attend planning and production meetings for each project, as needed.

### **General**

- Support institutional and departmental projects as needed, including community festivals.

## **EDUCATION, EXPERIENCE, AND SKILLS**

### **Education**

Bachelor's degree in Music or Music Education required.

### **Experience**

Minimum of two years of experience in managing arts education programs for a not-for-profit, teaching music, orchestra management, or any combination of experience and education that develops from the skill set detailed below.

### **Skills**

- Knowledge of, and professional experience in, classical music, music, and/or arts education required.
- Professional experience in creating innovative and effective educational content required.

- Understanding of current educational practice, including Common Core and STEAM a plus.
- Experience working with school districts, teachers, and administrators a plus.
- The ability to function effectively and concurrently as a strong manager and team-player required.
- Excellent written and oral communication skills with the ability to manage diverse personalities required.
- Strong organizational and operational ability with an attention to detail required.
- Experience in managing people required, with experience managing volunteers and/or a part-time workforce a plus.
- Self-motivated, with strong project management skills and the ability to juggle competing timelines and priorities efficiently required.
- Effective public speaker a plus.
- Skill at navigating challenging situations required.
- Proven ability to function as a creative, flexible, and resourceful problem solver, with a dedication to high-quality and innovative outputs required.
- Enthusiasm for, and experience in, working with children, educators, parents, and volunteers.
- Interest in diversity, equity, and inclusion work a plus.
- Proficiency with Microsoft Office Suite required.
- Experience with Adobe Creative Suite a plus.

### **SUPERVISORY RESPONSIBILITY**

Direct supervision of part-time Class Act Program Coordinator and part-time Class Act Regional Managers. Responsible for supervising other part-time seasonal staff, orchestra musicians, student musicians, interns, and volunteers.

### **EMPLOYMENT TYPE AND COMPENSATION**

The position offers a full-time, hourly, non-exempt salary in the range of \$20.00-\$23.00 an hour, dependent on experience.

### **BENEFITS OFFERED**

Pacific Symphony offers a complete health benefits package, paid vacation, paid holidays, and a retirement plan for all regular full-time employees.

**Application Deadline:** September 17, 2021

To apply, please email your resume and cover letter to Jonathan Terry, Director of Education at: [jterry@pacificsymphony.org](mailto:jterry@pacificsymphony.org)

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