



Education Manager

This is an entry level position reporting to the Director of Education. The Education Manager oversees the operations of Tucson Symphony Orchestra's four school-based education programs: KinderKonzerts, Music in the Schools, Young People's Concerts, and Band and Orchestra Clinics. The main goal of this position is to increase school registrations and the student impact for each program, while establishing and building relationships with school administrators, music teachers, and district coordinators.

Essential Duties:

- Communicate with teachers and schools to build relationships and solicit school registrations.
- Manage all aspects of school events and field trips, coordinating event preparation, recruiting and directing volunteers, and serving as the head organizer on site.
- Manage all aspects of the school registration process, including soliciting registrations, scheduling school shows, distributing curriculum, processing payments, and sending surveys.
- Coordinate all field trips and in-school events with operations staff related to other TSO events and adhering to the musicians' union Collective Bargaining Agreement.
- Write lesson plans in alignment with the overall curriculum, state music standards, and Arizona College and Career Ready Standards
- Build activities for students and teachers based on the musical programming for each event
- Meet regularly with the Director of Education to discuss progress and difficulties.
- Collaborate and communicate with other departments during all event planning and scheduling.
- Communicate frequently with TSO musicians through event reminders, program building, and giving program feedback following ensemble observations during in-school performances.
- Data entry and calendar management in Archtics for ticketing, OPAS for calendar management, Google Forms and Sheets for registrations and surveys, and Microsoft Excel, Word, and Outlook for mail merge and email.
- Participates in non-education events such as staffing TSO concerts and promotional community events.
- Available to work 2-3 evening or weekend events per month during the orchestra season, from September through May.

Qualifications:

- Experience working with children
- Passionate about learning, music, and arts education
- Demonstrated ability to work autonomously and self-motivate
- Ability to work effectively under pressure in large-scale school events and fast-paced office environment
- Strong organizational and communication skills

Preferred qualifications:

- Experience working in a school setting, as a teacher, administrator, or other staff
- Strong musical background, with orchestral knowledge and/or experience

- Experience creating curriculum or lesson plans in music education programs
- Knowledge of arts education trends, best practices, and resources
- Experience managing volunteers or staff
- Fluent in Spanish

Compensation

- Full time employee, exempt. Salary range between \$33-36,000, commensurate with experience.
- Benefits eligible.

EEOC/Inclusion Statement

Tucson Symphony Orchestra (TSO) 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.

Our patrons and audiences come from all walks of life and so do we. We hire great people from a wide variety of backgrounds, not just because it's the right thing to do, but because it makes our company stronger. If you share our values and our enthusiasm for the performing arts, you will find a home at TSO.

About Tucson Symphony Orchestra's Education Programs:

The Tucson Symphony Orchestra offers a comprehensive series of seven music education programs to serve Pre-K children through high school students, engaging over 35,000 students, teachers, and families across 16 school districts in Southern Arizona each year. Four programs are school-based, with each participating school receiving TSO curriculum materials designed to coordinate with required teaching standards.

KinderKonzerts are 45-minute orchestra concerts utilizing a variety of classical music to illustrate how music communicates with the listener to create a mood, sense of place, characters, and action, all to tell a story engaging students in grades K-2.

Music in the Schools program includes three 30-minute interactive chamber ensemble performances throughout the year for grades 3-5, each introducing their instruments, and explores various musical themes. In addition to the ensemble visits, schools also attend Young People's Concerts.

Young People's Concerts brings the power of a live symphony orchestra to students grades 3-8 through 45-minute concerts at the Tucson Convention Center Music Hall in downtown Tucson. Students explore orchestral music in a fun and engaging musical experience.

Band and Orchestra Clinics are 90-minute musical workshops between TSO ensembles and middle- or high-school music students. A typical session will include a performance for the students, instruction about practicing, listening across the ensemble, or feedback on a specific piece of music, ending with a Q&A session.

TO APPLY

Please send cover letter and resume to: applications@tucsonsymphony.org

NO VISITS OR CALLS. We will contact you if there is interest in your candidacy.