



# VICE PRESIDENT OF EDUCATION AND COMMUNITY ENGAGEMENT

## BASIC INFO

**Position:** Vice President of Education and Community Engagement

**Reporting to:** President and Artistic Director

**Supervisor to:** Director of Volunteer and Education Services, Orange County Youth Symphony General Manager, Education Assistant

**Salary:** This is an exempt position, salary commensurate with qualifications

**Benefits:** Medical and Dental insurance, 403(b) contribution plan available.

The **Philharmonic Society of Orange County** seeks an experienced Music Education professional who will raise the profile of our many educational programs, educational performances, and area outreach. The Society is seeking a forward thinking thought leader who will help cultivate relationships, expand opportunities, and deepen the connection with our Orange County community by sparking curiosity through programming and focused communication, and by providing opportunities for connection to people of all ages and abilities through live music.

Each season, the **Philharmonic Society** presents the world's greatest symphony orchestras, chamber ensembles, soloists and international artists, and, since 2006, has presented these performances at the world-class Renée and Henry Segerstrom Concert Hall, Segerstrom Center for the Arts. The Philharmonic Society also presents concerts at other venues in Orange County, including the Irvine Barclay Theatre, Musco Center for the Arts, and Soka Performing Arts Center.

The Philharmonic Society's nationally recognized Youth Music Education Programs, one of the most extensive music education programs of its kind in the country, are offered free of charge to schools, students and parents, and each year reach more than 160,000 students from kindergarten through high school.

**The Committees of the Philharmonic Society** are the Society's volunteer force and one of its principal fundraising sources. More than 70,000 hours of in-kind service are provided each year by the 800 volunteer members in implementing and evaluating the Society's youth music education programs completely free of charge to the community.

Founded in 1970, the **Orange County Youth Symphony** is the official youth orchestra of Orange County. Our diverse roster represents student musicians from nearly 50 high school and college programs from San Clemente to Fullerton and beyond. In the 2017-18 season, the Orange County Youth Symphony officially integrated with the Philharmonic Society, a joining of two extraordinary music organizations who have enjoyed a longstanding partnership for more than 30 years and share a passion for great music for our community. The orchestra is now known as the Philharmonic Society's Orange County Youth Symphony.

The musicians of the Orange County Youth Symphony have exciting opportunities to engage with some of classical music's most celebrated artists through master classes with Philharmonic Society artists, along with open rehearsals and enriching experiences attending Philharmonic Society concerts throughout each season.

## OUR MISSION

The mission of the Philharmonic Society of Orange County is to foster an appreciation for music by presenting national and international performances of the highest quality while also providing dynamic and innovative music education programs for individuals of all ages.

# VICE PRESIDENT OF EDUCATION AND COMMUNITY ENGAGEMENT

## JOB DESCRIPTION

- **Full responsibility for all the youth and adult education programs of the Philharmonic Society, including planning and implementation**
  - Seek new opportunities and design appropriate programs to expand educational offerings
  - In consultation with Senior staff, expand community engagement in targeted demographics consistent with the overall vision of the Society
  - Oversee, manage and evaluate existing education programs and community engagement activities to inform program improvements and support related fundraising initiatives
  - Ensure that programs adhere to current curricular standards; develop and update programs as appropriate
  - Plan, create, manage, reconcile and demonstrate accountability for education and community engagement components of the Society budget and resources
  - Work collaboratively with district level VAPA coordinators, Orange County Department of Education, and Orange County Music and Art Administrators to ensure optimal program delivery and performance
  - Ensure the timely and effective communication of all details of education programs and community engagement activities to appropriate Society staff and community and cultural partners for execution by production, marketing, development and partnership personnel
  - Work with the Marketing and Development Departments to build programs that effectively support sponsor and donor relationships and maximize earned income (where applicable) and visibility in Orange County and the surrounding communities
  - In consultation with the Marketing Department, communicate and promote, to defined target markets, the education and community engagement programs
  - Work in conjunction with and cultivate school, performing arts and civic and cultural partnerships to establish on-going productive relationships and capitalize on combined partnerships, shared resources, cross promotion and creative programming
- **Serve as primary education and community engagement representative of the Society.**
- **Identify education trends that may present new opportunities for the Society; recommend a course of action that takes this information into account**
- **Develop survey and assessment tools to measure the outcomes of education and community engagement programs**
- **Stay abreast of local and national education policies and maintain relationship with school administration and teaching personnel**
- **Keep current on local and national music education programming by other organizations**

# VICE PRESIDENT OF EDUCATION AND COMMUNITY ENGAGEMENT

- **Oversee and evaluate the work of the Director of Volunteer Services and Education.**

The Director of Volunteer and Education Services administrates all Committees' supported music education programs including Concerts for 2<sup>nd</sup>, 5<sup>th</sup> and 6<sup>th</sup> Graders, Music Mobile, CA Journeys, Musicians on Campus, Ensembles on Tour, High School Orchestra Festival, Strike Up the Band, and special education programs.

With the Director of Volunteer and Education Services:

- Work with volunteer chairmen of youth programs and concerts to produce programs
  - Select appropriate dates and locations for youth programs
  - Produce enrollment materials, reports and labels for youth programs
  - Evaluate youth programs annually
  - Engage musicians and teaching artists as required
  - Identify and secure appropriate venues for programs; work with stakeholders on concert production
  - Create or supervise the creation of curriculum related teacher resources
  - Attend youth concerts as manager, working volunteer duties if needed
  - Work with The Committees and outside organizations on arts advocacy
  - Oversee volunteer communications and appreciation
- **Oversee and guide the direction of the Philharmonic Society's Orange County Youth Symphony:**
    - Work with volunteer chairperson of OCYS to ensure long term planning remains current
    - Collaborate with OCYS Music Director on season repertoire, season planning, budgeting, and future plans.
    - Supervise OCYS General Manager to ensure smooth operation of day-to-day operations, weekly rehearsals, and season performances.
    - Coordinate master classes and coachings with PSOC engaged soloists and orchestras.
    - Oversee budget planning and implementation.
    - Attend rehearsals as necessary.
    - Attend all OCYS Season Concerts.
    - Along with Marketing Department, oversee and ensure the production and accuracy of all OCYS assets for recruitment, enrollment materials, and concert programs.

## **Duties Continued:**

- Create and manage annual department budget, working with President and Artistic Director, Philharmonic Committees leadership, and Orange County Youth Symphony leadership
- Attend monthly meetings with The Committees leadership
- Attend Executive Board, Board of Directors and Finance Committee meetings to discuss education activities



## VICE PRESIDENT OF EDUCATION AND COMMUNITY ENGAGEMENT

- Represent the Education Department of the Philharmonic Society at meetings of Committees, and with community organizations, county-wide educational institutions, and education groups
- Write grant applications to support the Philharmonic Society's education programs; administer grants, including maintaining and updating a schedule of grantors and submitting reports and payment requests
- Other duties as assigned

# VICE PRESIDENT OF EDUCATION AND COMMUNITY ENGAGEMENT

## Qualifications

### Qualifications:

- Bachelor's Degree in music education or arts administration required; Master's Degree or other advanced training in music education or arts administration preferred
- Minimum of 5 years of experience working as an in-school music educator or working in the performing arts required; preference will be given to candidates with successful experience of 5 years or more administering education programs for a professional orchestra or performing arts organization
- Understanding or familiarity with education and curriculum standards
- Experience managing or supervising a team; ability to effectively work with others as a contributing partner
- Effective and efficient written and oral communications skills
- Thorough understanding of music education, music education research, local education and performing arts initiatives
- Knowledge of symphonic repertoire and instrumentation preferred
- Stellar organizational skills with attention to detail and ability to schedule priorities to maximize efficiency and institutional goals
- Must be able to work effectively with artists, musicians, staff, community leaders and volunteers
- Must be able to work under pressure and with a broad spectrum of personalities, exhibit patience and understanding and be confident in reaching and implementing decisions
- Ability to work in a deadline-oriented environment as a team member with a positive, helpful attitude in developing creative response and solutions to needs and issues
- Ability to work independently and use independent judgment while keeping supervisor informed of work activity and issues
- Proficiency in developing surveys and other assessment instruments for program evaluations and outcomes measurement
- Multi-tasking skills and ability to balance a sense of urgency and low priorities without displaying panic are essential

Please submit a cover letter, resume and salary requirements to:

[HR@philharmonicsociety.org](mailto:HR@philharmonicsociety.org)

**Please include in the subject line of your email:**

**VPEDUCATION**

*Please submit materials in Adobe PDF or Microsoft Word format*

Philharmonic Society of Orange County, 2082 Business Center Drive, Suite 100, Irvine, CA 92612