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## **JOB DESCRIPTION – MANAGER OF EDUCATION AND COMMUNITY ENGAGEMENT**

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**DEPARTMENT** Education and Community Engagement  
**REPORTS TO** Director of Education and Community Engagement  
**POSITION TYPE** Exempt

### **Position Summary**

The Manager of Education and Community Engagement is responsible for program development and design, as well as the planning and execution of all Education and Community Engagement programs of The Phoenix Symphony. Through work with internal and external partners, this position oversees all aspects of Education and Community Engagement programs from initial planning through completions with the expectation that these programs run flawlessly, in a financially responsible manner, in observance of the collective bargaining agreement between the association and the musicians' union, in compliance with our grant obligations, and in alignment with The Phoenix Symphony's stated mission.

### **Job Duties and Responsibilities**

#### PROGRAM DEVELOPMENT AND MANAGEMENT

- Develop content for a variety of Education and Outreach concerts including general concepts, storyboards, script writing and programming.
- Oversee the advance and execution of operational functions for Education and Community Engagement events (i.e. volunteer scheduling and management, bus management, general staffing, signage, etc.)
- Work with school partners to create customized curriculum concerts that align with TPS mission and the school's education goals.
- Work with schools and other partners to develop materials used for teacher training, musician training, volunteer training, and student preparation for education programs that are age-appropriate and utilize AZ State Education Standards.
- Assist in the design and implementation of instructional practices for Mind Over Music program in support of the musicians and teachers involved.
- Manage and administer B-Sharp, A WONDER project Homeless and Hospital Initiatives.
- Coordinate the creation of Education Department program literature (i.e. Educator Resource Guides, brochures, flyers etc.)
- Manage, train, and supervise program moderators or any staff engaged to present TPS Education and Community Engagement programs.
- Cultivate and maintain professional relationships with community colleges, partner sites and other educational/civic institutions.
- Conduct site visits to schools and non-traditional venues.

- Create all necessary written directions, maps, signs, memos, scheduling information, parking arrangements, etc. for distribution to staff, musicians, moderators and anyone involved in delivering these programs.
- Collaborate on the Mind over Music while managing the program details: maintain the calendar, manage lesson plans, schedules and notifications, and maintain teacher and staff contact information
- Ensure the physical work environment for the orchestra musicians is safe, conducive to music-making and in compliance with the Master Agreement.

#### SCHOOL RELATIONS

- Manage communication with teachers and educators for TPS.
- Schedule and secure reservations for school programs (i.e. classroom concerts, customized concert, K-14 programs).
- Manage Educators club program and keep an updated mailing list for all educators.
- Maintain confidential records (i.e. permissions, contracts, school and data confidentiality).

#### LEADERSHIP:

- Develop and maintain positive relationships with orchestra and all outside partners including but not limited to venue staff, vendors, schools, teachers etc.

#### FISCAL MANAGEMENT

- Ensure adherence to the budget and prepare budget projections as requested.
- Maintain complete, timely and accurate program and expense information for education and community engagement programs.
- Track and maintain records for program expenses including musicians, outside contractors, vendors etc.
- Manage invoicing for Education and Community Engagement services rendered when assigned

#### GENERAL DUTIES

- Ensure safety is a priority in performing all job responsibilities.
- Ensure compliance with the AFM and IATSE collective bargaining agreements.
- Must be responsible, organize effectively, and work independently.
- Assure that a positive image of the orchestra is portrayed at all times.

#### OTHER DUTIES

- Keep informed of research and trends in the field; maintain collection of resource materials
- Attend weekly production and operations and education meetings.
- Coordinate department events, meetings, talks and workshops as required.
- Basic video editing to support program content.
- Follow up on all requests in a timely manner to promote positive relations between the orchestra, outside partners, stakeholders and the association.
- Ensure best possible physical working conditions for the musicians in all situations.
- Assist with the proofreading of production and orchestra notification documents as required.

- Other duties as assigned or apparent.

#### QUALIFICATIONS

- Passion for serving the community through music education and community events
- Knowledge of orchestral repertoire
- Experience creating, producing, and presenting education programs to multiple ages (K through Adult)
- Excellent written and verbal communication skills and the ability to interact effectively with a wide variety of people
- Strong organizational skills and attention to detail with a high degree of accuracy are essential
- Ability to meet deadlines, often under pressure
- Excellent computer skills including proficiency in Microsoft Office Suite. OPAS knowledge a plus, experience with Tessitura or any CRM software a plus
- Have a very high level of personal and professional integrity and trustworthiness
- Have a strong work ethic and require minimal direction
- Must be able to work evenings and weekends
- Knowledge of AZ State Education Standards
- Excellent driving record and hold a valid Arizona driver's license.
- Bachelor's degree or equivalent preferred

To apply, please submit resume, cover letter and salary requirements to: [tpscareers@phoenixsymphony.org](mailto:tpscareers@phoenixsymphony.org)

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