

# ||: ProMusica

CHAMBER ORCHESTRA  
DAVID DANZMAYR, MUSIC DIRECTOR

**Job Title:** Manager, Education & Community Engagement  
**Reports to:** CEO  
**Supervision:** Play Us Forward Teacher(s) and interns  
**Type:** Full Time  
**Organization:** ProMusica Chamber Orchestra

## **Position Opportunity:**

The **Education & Community Engagement Manager** is charged with planning, implementing, administering, and evaluating all of ProMusica's education and outreach programs. This position collaborates with musicians, educators, teachers, staff, and partners to provide meaningful educational experiences to meet the needs of the community and that are aligned with ProMusica's mission and strategic goals. The Manager fosters strong relationships and serves as the primary liaison with community and education partners throughout the greater Columbus region.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

### **Education and Learning Programs**

- Plans, develops, and implements all ongoing education programs and outreach initiatives to maximize ProMusica's community impact at-large.
- Evaluates and administers existing programs including but not limited to Musicians in Schools, Columbus Metropolitan Library Storytimes & Family Concert Series, and other special projects as designed.
- Manages and coordinates with the Lead Instructor and teacher(s) of Play Us Forward (PUF) charter school instrumental program to ensure goals and objectives are met.
- Writes lesson plans and develops curriculum in alignment with SproutFive staff for new research project studying the impact of music on early childhood literacy and learning.
- Coordinates activities in conjunction with concert activity (i.e., CODA Conversations, Open Rehearsals for Seniors, student group rehearsal attendance).
- Identifies gaps in outreach programming and creates new projects and opportunities that support strategic goals as needed.
- Monitors program impact, content, and delivery to ensure offerings serve the needs of the community, individuals, and partners. Suggests adjustments for improvement of current programs.
- Plans and executes all in-school education programs. Identifies masterclass opportunities with guest artists and musicians at area universities and schools.
- Establishes benchmarks and tools to effectively evaluate all education and community engagement programs to ensure short- and long-term strategic goals are met.
- Develops themes and writes scripts for family concerts and other outreach programs.

### **Outreach and Community Relationships**

- Cultivates strong working relationships with local area educators, school administrators, classroom teachers, and colleagues in area arts organizations.
- Maintains good relationships with ProMusica musicians to ensure collaborative planning and successful implementation of outreach programs.
- Develops new strategies and new partnerships with community organizations that further ProMusica's strategic plan and initiatives.
- Serves as key liaison between ProMusica and PUF partner schools administration.
- Commits to reach underserved populations and assess needs, to explore opportunities with ProMusica's programs or strategic goals.
- Represents the orchestra at community education events and meetings as needed.

## **Administrative**

- Coordinates musician participation in all education and community engagement programs and activities.
- Oversees any education-related training needs for musicians, staff, or interns as needed.
- Works closely with Development staff to strategize and identify funding opportunities for education and community programs. Collect, analyze, and provide statistics and data for grant proposals and reporting purposes.
- Works with the Marketing staff to develop education related collateral and identify opportunities to promote programs including student ticket initiatives.
- Develops budgets, schedules, and reports for all education programs. Monitors all expenses.
- Recruits and manages internship program.
- Keeps current with knowledge a commitment to understanding arts education trends, best practices, and resources. Maintains relationships with the League of American Orchestra's EDCE peer group and Columbus arts organizations.

## **Experience and Characteristics Required:**

- Bachelor's Degree in Music, Music Education, or equivalent arts/education related degree. At least two-plus years of classroom experience, education department of a performing arts organization, or similar environment. Hands-on experience may substitute for any education requirement.
- Knowledge of orchestras and classical music.
- Ability to interact professionally and personably with diverse personalities including musicians, staff, partner organizations, and the general public, especially when under pressure.
- Highly motivated and able to inspire confidence.
- Passionate about learning, music, and arts education.
- Excellent written and oral communication skills, high attention to detail is essential.
- A commitment to providing an exceptional customer service experience.
- Ability to monitor and develop budgets.
- Strong organizational and time management skills, with the ability to prioritize duties and complete tasks on deadline for multiple projects.
- Ability to work independently but possess a collaborative and team player mentality.
- Proficient with Microsoft Office.
- Position involves work outside normal office hours at concerts/events/activities, with access to a vehicle for transportation needs.

## **To Apply:**

Please email resume, cover letter and references to Janet Chen, CEO at [jchen@promusicacolumbus.org](mailto:jchen@promusicacolumbus.org). No phone calls, please. [www.promusicacolumbus.org](http://www.promusicacolumbus.org)

*ProMusica does not discriminate in its employment decisions on the basis of race, color, religion, ancestry, age, sex, gender identity, sexual orientation, marital status, national origin, disability, veteran status, or any other protected class. As an Equal Opportunity Employer, we celebrate diversity and are committed to creating an inclusive and equitable environment for every staff member.*