



JOB TITLE: EDUCATION COORDINATOR

REPORTS TO: EXECUTIVE DIRECTOR

COORDINATES: LINK UP  
CLASSICAL COACHES  
MUSICAL MENTORS  
CONNECTING WITH THE CLASSICS  
OUTREACH AND COMMUNITY ENGAGEMENT

CLASSIFICATION: PART-TIME, HOURLY

#### **JOB SUMMARY:**

The Education Coordinator is responsible for the maintenance, enhancement, implementation and management of a broad array of educational and community engagement programs designed to engage patrons of all ages and experience levels with the Rogue Valley Symphony. The Education Coordinator manages all education activities, including the coordination of all volunteers and staff involved in delivering any aspect of the programs. The Education Coordinator will also represent the RVS to other arts, education, and civic institutions to promote constructive working partnerships in the community as they relate to education in collaboration with the Executive Director. The position requires the ability to conceptualize and facilitate the effective management of several diverse programs simultaneously, assuring the highest quality artistically and educationally, in alignment with the organization's Mission Statement while being responsive to the needs of various stakeholders.

#### **JOB DUTIES AND RESPONSIBILITIES**

##### Education Programs

- Plan, implement and evaluate all existing and new educational programs, community engagement programs and strategies in collaboration with Rogue Valley Symphony Executive Director and Music Director.
- Use creativity and innovation in developing new programs that attempt to incorporate current educational and technological initiatives and cultivate new community partnerships.
- Work in conjunction with schools and other partners to develop materials used in teacher training, musician training, volunteer training and student preparation for educational programs. Oversee the work of any outside contractors in the development of these materials.
- In consultation with the Executive Director, oversee the marketing and ticketing for all educational programs, including brochures, newsletters, flyers, and advertisements as necessary.

- Cultivate and maintain professional relationships with local school districts, community colleges and other educational/civic institutions.

#### Budget and Planning

- Assist the Executive Director in establishing appropriate education and outreach goals for the organization.
- In consultation with the Executive Director, develop programs and a plan for achieving those goals.
- Develop budgets for each program; monitor the progress of each and adjust plans as necessary.
- Identify educational trends that may present new opportunities for the RVS and recommend a course of action.
- Report to the Executive Director on progress of all education programs; provide other reports and public communications as requested on a monthly basis.

#### Administrative

- Collaborate with the Executive Director and Development Associate in developing funding proposals for ongoing and new educational initiatives.
- Assist in preparation and submission of grant proposals in support of educational programming.
- Collaborate with Executive Director in the implementation of all education programs; coordinate with all other Symphony activities.
- Coordinate communications regarding educational and community programs internally with appropriate staff.
- Train all education staff, manage and evaluate in partnership with Executive Director.

#### Other

- Attend education concerts of the orchestra to act as liaison to donors and patrons. Occasional concert duty responsibilities may be required.
- Develop and maintain relationships with local arts, education, civic institutions and arts leaders to promote constructive working partnerships in the community
- Attend civic and cultural events in the community; represent the RVS by speaking at public events as requested.
- Keep abreast of recent research on music education; maintain a collection of current resource materials.
- Candidate must also possess excellent writing and management skills and be comfortable

working within a team.

- Perform other duties as assigned.

### **MINIMUM REQUIREMENTS**

- Belief in the organization's mission and experience in the arts, specifically music, preferred.
- Experience in music education with a proven track record of success. Preference will be given to candidates with experience teaching in a classroom. A Bachelor of Music or degree in Education is required.
- Basic knowledge of orchestral repertoire and the ability to read music.
- Strong leadership, conceptual, analytical, and communication skills. Candidate must also possess excellent writing and management skills and comfortable working within a team.
- Position involves approximately fifteen (15) hours per week, with work schedule dependent on educational program needs as coordinated with the Executive Director. Starting rate is \$20.00 per hour
- Candidates must be very comfortable working with Microsoft Office programs. Familiarity with Adobe graphic design programs a plus.

The Rogue Valley Symphony does not discriminate on the basis of race, color, national origin, sex, religion, age, sexual orientation, disability or any other characteristic protected by law.

### **GENERAL INFORMATION**

APPLICATION DEADLINE: August 30, 2021  
APPLY TO NAME: Joelle Graves, Executive Director  
APPLY TO EMAIL: [director@rvsymphony.org](mailto:director@rvsymphony.org)  
APPLICATION PROCEDURE:  
Send resume, cover letter, and list of references to:

P. Joelle Graves  
33 N. First Street  
Ashland, Oregon 97520  
(541)708-6402  
[director@rvsymphony.org](mailto:director@rvsymphony.org)