



**Oakland Symphony**  
**Education and Community Engagement Manager**  
**Posted: June 22, 2018**

**Organization Profile**

The Oakland Symphony is committed to the organization's mission of bringing together performance arts and youth education, and making classical music accessible, particularly to underserved parts of the community. Music education and community engagement programming is an integral part of the Oakland Symphony and includes the **Oakland Symphony Youth Orchestra ("OSYO")**, **Oakland Symphony Chorus ("OSC")**, and **Music for Excellence ("MUSE")** programming.

The **Oakland Symphony Youth Orchestra ("OSYO")**, an award-winning training orchestra, is lauded as an outstanding Bay Area music program. By providing quality music education and free live performances, OSYO cultivates a life-long love of music in young people, nourishes a fertile ground from which the performing arts flourish, and strengthens the communities in Oakland and around the greater Bay Area. To create equitable opportunities, OSYO includes the **Bridge** program as an opportunity for MUSE students to receive private lessons through scholarships with the goal of advancing into the Oakland Symphony Youth Orchestra.

The Symphony's **Music for Excellence ("MUSE")** Program is a multi-component music education and enrichment initiative that serves young people at public schools and community sites throughout Oakland and includes **Young People's Concerts** and other community engagement opportunities. By providing these programs free to participants, the Symphony ensures that each year, 16,000 young people have access to a variety of music education and enrichment activities, regardless of their economic situation.

**Reports to:**

Operations & Education Director

**Supervisor to:**

MUSE Lead Teaching Artist Mentors

MUSE Teaching Artist Mentors

Young People's Concert Coordinator

**Job Summary**

The Education and Community Engagement (ECE) manager has the privilege of working with the renowned Maestro Michael Morgan, award-winning conductor Omid Zoufonoun, Grammy nominated chorus director Dr. Lynne Morrow, and many other elite professional musicians. Through overseeing aspects of operations, productions, and personnel, the ECE manager assists the Operations & Education Director with the implementation of the orchestra's mission. This manager is the main point of contact for ECE communications among Oakland Symphony's constituents, and, therefore, must maintain favorable rapport with all components of the organization, including but not limited to: parents, students, prospective families, volunteers, staff, the conductor, the music director, the executive director, the Education Committee, and members of the board of directors.

### Key Responsibilities

- Attend & take minutes all Education Committee Meetings;
- Track correspondence related to Education Committee meetings.
- Work closely with key personnel to coordinate fundraising, production, marketing, finances, and other managerial and administrative undertakings;
- Create and maintain master calendar, update website as needed;
- Support education related development for donor cultivation and grant writer activities with documents, schedules, budgets, success stories;
- Track organizational education fact sheet;

### Oakland Symphony Youth Orchestra

- Build and lead an OSYO task force consisting of parents and other community members to support young musicians, operations, productions, and project-oriented fundraising;
- Meet regularly with the conductor to coordinate repertoire, pedagogy and student requirements;
- Work closely with the librarian to ensure proper and timely supply of scores and parts;
- Communicate with the conductor and operation & education director to make appropriate budgetary recommendations for the upcoming season;
- Coordinate key decision-makers to create OSYO tour blueprints, implement and execute tour project management plans, and attend tours as lead chaperone;
- Track spending to ensure compliance with budget, and report potential issues with the conductor and executive director in a timely manner;
- Coordinate Commissions of original compositions as well as key artist residencies;
- Secure dates and venues, and coordinate activities related to the following:
  - auditions (early summer, date varies),
  - weekly rehearsals (Sunday afternoons, September through May),
  - dress rehearsals (Saturdays),
  - concerts (Sundays: 3x/yr),
  - International tours (every 3 years: July)
  - competitions (solo & composition: during non-touring years, dates vary),
  - annual retreat (every September);
- Process and track registrations, tuition payments, and financial aid applications;
- Manage attendance records, and communicate issues with the conductor and families in accordance with attendance policy;
- Create and maintain databases for students, alumni, coaches, parents, schools, vendors and other contacts important to OSYO;
- Coordinate with schools for activities such as conductor site visits and marketing;
- Proactively secure instruments, equipment, ringers, and volunteers, as needed;
- Ensure the appropriate and timely setup and teardown of equipment and furniture for rehearsals, concerts, tours, and other events.

### Music in Excellence (MUSE)



- Responsible for budgeting, planning, and managing the in-school and after-school Teaching Artist MUSE mentoring, Bridge program, and Community Educational Engagement opportunities;
- Maintain effective interaction and communication with diverse constituencies of the Oakland Public School District and East Bay area: teachers, students, parents, administrators, artistic educational partners, and other members of the organization's community;
- Maintain calendar of events including:
  - MUSE Orchestra Concerts (5x/yr),
  - MUSE Vivo Concerts (3x/yr),
  - Young People's Concerts (October),
  - School site visits with Michael Morgan,
  - Guest soloist master classes,
  - Pre-concert lobby performances,
  - Instrument Petting Zoo,
  - Orchestra Fest/String Fest;
- Coordinate and supervise both Lead Teaching Artist Mentors and Teaching Artist Mentors;
- Coordinate student recruitment by Lead Teaching Artist Mentors for MUSE Orchestra and MUSE VIVO;
- Write year end MUSE report;
- Support Young People's Concerts Coordinator with programming, organization, and registration.

**Qualifications:**

*A successful candidate must possess:*

- Superior verbal and written communication skills;
- High level of professionalism, consistency, and, autonomy;
- The qualities of a strategic thinker, meticulous planner, and hands-on doer;
- The confidence to lead and the humility to follow;
- Availability to work on weekends for all rehearsals, performances, and other activities;
- Access to reliable transportation;

*Preferential consideration is given to the candidate who holds:*

- Bachelor of Music, Arts Administration, or similar credential in leadership;
- Ensemble management experience;
- Knowledge of orchestral repertoire and procedures;
- Interest in pursuing a career in arts administration.

**Compensation:**

This is a full-time, exempt position with hours typically Sunday – Thursday with some night and weekend requirements. Annual salary between \$47,000 to \$52,000.

Please respond with cover letter and resume to [jobs@oaklandsymphony.org](mailto:jobs@oaklandsymphony.org). No Phone calls please. Job is open until filled.