
Position Description

Position Title: Director of Education and Community Partnerships

Department: Education and Community Partnerships

Position Summary: Responsible for management and assurance of the success of all education, community and touring programs of the Knoxville Symphony and leadership in the development, implementation, and management of new programs as well as grant oversight directly related with education and community programs. Reports to the Executive Director.

Essential Job Functions:

1. Develop, plan and implement education programs, in collaboration with music director, resident/assistant/guest conductors, including Young People's Concerts, Very Young People's Concerts, Classroom Quartet performances, Meet the Musicians, Musical Story Times, Side-by-Side Concerts, and other programs. Establish and maintain relationships with the music and arts-in-education communities. Research and design teacher resource materials for education programs and concerts. Evaluate effectiveness of current programs. (30%)
2. Develop community and touring programs; including Runout concerts, Music & Wellness, Library Story Times and promotional performances. Supervise music therapist and professional development. Evaluate effectiveness of current programs. (30%)
3. Develop, plan and assist in implementation of the Knoxville Symphony Youth Orchestra Association programs. Supervise youth orchestra manager, staff and conductors in collaboration with the youth orchestra music director. (20%)
4. Supervise education & community partnerships assistant. (2%)
5. Monitor education, community, runout and youth orchestra budgets. Maintain google calendar and monitor attendance numbers and statistics for all education and community partnership activities (OSR, Summary of Activities, Service Counts). (5%)
6. Responsible for all printed materials related to education, community programs and runout concerts. Assure that appropriate information is given to the marketing, communications and development departments in a timely fashion for the promotion of educational and community activities. (2%)
7. Develop web site educational information, monitor and edit all education and community pages and develop concepts for expanding educational opportunities through technology. (4%)
8. Responsible for grant development, implementation, and oversight specifically related to education and community partnership programs. Assist with foundation grants and other national, state, and local opportunities. (4%)
9. Maintain current knowledge and understanding of musicians Master Agreement and supervise all core and per-service musicians involved in small ensemble programs. (3%)
10. Perform other duties as assigned or as situations dictate.

CLASSIFICATION

This is a regular full-time, exempt position with required evening and weekend hours, reporting directly to the Executive Director.

QUALIFICATIONS

- Bachelor's degree, preferably in music, education or a related field.
- Passion for the arts and desire to further love of music in the community
- Minimum of three years' experience working in a related field
- Exceptional written and verbal skills.
- Strong attention to detail, superior interpersonal skills, and proven project management ability.
- Ability to communicate with high level of diplomacy in varied settings.
- Excellent computer literacy
- Must demonstrate initiative, strong problem resolution and organizational skills, and be able to participate successfully in a fast-paced, team-oriented environment.
- Ability to be on one's feet for extended periods of time. Ability to lift 30 pounds as well as stand, walk, carry and reach, operate a motor vehicle and work both indoors and outdoors.

To apply: send resume and cover letter to KSO Executive Director Rachel Ford at rford@knoxvillesymphony.com