

EDUCATION AND OUTREACH COORDINATOR CENTRAL WISCONSIN SYMPHONY ORCHESTRA

Job Title: Education and Outreach Coordinator

Reports To: Executive Director

Job Summary:

The Education and Engagement Coordinator is responsible for designing, developing, administering, and evaluating all education and outreach programs consistent with CWSO policies and stated educational mission. This position will plan and manage all educational activities. This position will also represent the CWSO to other arts, education, and civic institutions to promote constructive working partnerships in the community. This is a part-time position of on average 16 hours per week, evening and weekend availability is a requirement for concerts and event staffing. Competitive compensation of \$15-18 per hour, depending on experience. The tentative start date would be July 1, 2022.

Job Duties and Responsibilities:

Education Programs

- Plan and implement all aspects of the CWSO's education and engagement programs including youth concerts, lecture-demonstrations, family concerts, school concerts, adult education, and volunteer programs. Assess effectiveness of each activity.
- Use creativity and innovation in developing new programs that attempt to incorporate current educational technological initiatives and cultivate new community partnerships.
- Work in conjunction with schools and other partners to develop all materials used in teacher training, musician training, volunteer training, and student preparation for education programs. Oversee the work of any outside contractors in the development of these materials.
- In consultation with the Executive Director, oversee the marketing for all educational programs, including brochures, newsletters, flyers, and advertisements, as necessary.
- Cultivate and maintain professional relationships with the local school districts, technical and two-year colleges and local university and other educational/civic institutions.

Budget and Planning

- Assist the Executive Director, Music Director and the Board in establishing appropriate education and outreach goals for the Association.
- In consultation with the Music Director, develop programs and a plan for achieving those goals; coordinate all activities with the Association's master calendar.

- 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 Association; recommend a course of action that takes this information into account.
- Work closely with the Executive Director and other designated staff in long-range planning for the Association; prepare budget projections as needed.

Board of Directors

- Staff the Education and Outreach Committee of the Board and other volunteers enlisted to participate in education programs. Work with the chairmen of all Board education committees to plan and direct activities.
- Recruit new Board members who represent a broad spectrum of community and education interests.
- Report to the Board on the progress of all education programs; provide other reports and public communications as requested.

Administrative

- Collaborate with the Executive Director in developing funding proposals for ongoing and new educational initiatives.
- Collaborate with the Executive Director and other staff in the implementation of all education programs, coordinate with other Association activities.
- In consultation with the Music Director, direct the orchestra musician's involvement in ensemble events sponsored by or supporting the Association's education efforts.
- Assist the Executive Director in setting up and implementing administrative and artistic policies established by the Board.

Other

- Attending concerts of local school groups; act as a liaison between Association and community educational institutions.
- Keep abreast of recent research on music education; maintain a collection of current resource materials.
- Perform other duties as assigned by the Executive Director.

Skills

Experience with Microsoft Suite is highly desired. Must be detail oriented with strong organizational and interpersonal skills, communicative skills, team management, event logistics and capable of



multitasking. Any experience with Adobe Photoshop or video editing software is helpful. As a small organization, we are looking for an enthusiastic music lover who is willing to wear many hats and assist in the day-to-day tasks of running a performing arts organization.

Experience

Associates Degree preferred or equivalent experience. Office/administrative experience desired. Event coordination experience required.

To Apply

Send Resume and Cover Letter to cwso@cwso.org

Application Deadline is June 15, 2022.

Central Wisconsin Symphony Orchestra
PO Box 65, Stevens Point, WI 54481 | 800 Main Street, Stevens Point, WI 54481