

OREGON SYMPHONY

JOB DESCRIPTION

Education & Community Engagement Manager

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| EXEMPT STATUS: | SALARIED (EXEMPT) |
| REMOTE HYBRID ELIGIBLE: | YES |
| DEPARTMENT: | OPERATIONS |
| REPORTS TO: | DIRECTOR OF EDUCATION & COMMUNITY ENGAGEMENT |
| DIRECT REPORTS: | NONE |
| EFFECTIVE/LAST UPDATED: | JULY 28, 2025 |

POSITION SUMMARY:

The Education & Community Engagement Manager supports the Director of Education and Community Engagement in planning, implementing, managing, and evaluating programs for the Oregon Symphony Association. This role involves collaboration with musicians, production staff, educators, community partners, and volunteers. While this position does not supervise staff, it plays a vital role in implementing education and community engagement efforts to connect audiences with the transformative power of symphonic music.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Program Administration:

- Oversee student participation in education programs, including Kinderkonzerts, Youth Concerts, Youth Concert Runouts, Prelude performances, and Link Up Concerts. Oversee education program registration process, billing, data collection and tracking, concert preparation and management, communication with educators and administrators, and program evaluation
- Coordinate musician, contractor, and volunteer involvement in education and community initiatives, including in-school programs, regional community events in a wide variety of settings (libraries, medical centers, correctional facilities, housing shelters), and educational events at the concert hall and around the region

Event Logistics and Management:

- Assist in planning and executing full slate of education and community events, including managing venue and vendor logistics, as well as coordinating with production staff to activate a wide variety of concerts, events, and outreach opportunities
- Manage the Prelude series, Concert Conversations, and Symphony Storytimes by coordinating logistics with performing ensembles/guests, partner organizations, artist managers, production staff, and volunteers
- Serve as a liaison for the Northwest Community Gospel Chorus in preparation for the annual Gospel Christmas performances, with duties including rehearsal and ensemble management

Collaboration and Outreach:

- Work closely with Development to compile comprehensive program data for grant proposals and reports.
- Partner with Marketing and Design teams to create promotional materials for programs and maintain up-to-date web content for the Education & Community webpages
- Foster strong relationships with educators, arts organizations, and musicians to advance education and community engagement goals.

- Provide coordination and support for a team of 50 volunteers participating in education and community activities in Portland and Salem.

QUALIFICATIONS:

- Bachelor's degree in music, music education, arts management, or equivalent experience. Two or more years of related experience, preferably in an educational setting, preferred. Lived experience may substitute for formal education requirements.
- Strong understanding of music education or performing arts. Exceptional written and verbal communication skills, including familiarity with musical terminology.
- Exceptional organizational skills and attention to detail.
- Proficiency with Microsoft Office, Adobe Pro, and donor/ticketing databases (e.g., Tessitura).
- Valid driver's license with a clean driving record.
- Flexibility to work evenings, weekends, and holidays as needed.
- Commitment to diversity, equity, and inclusion

ADDITIONAL COMPETENCIES:

- **Professionalism:** Maintains a respectful, tactful approach in all interactions, manages stressful situations with poise, upholds ethical standards, and demonstrates reliability by following through on commitments and maintaining integrity.
- **Collaboration & Communication:** Actively contributes to a team-oriented environment by offering and accepting feedback, listening attentively, participating meaningfully in discussions, and balancing personal and group responsibilities for collective success.
- **Motivation and Initiative:** Displays a proactive mindset with minimal supervision, consistently pursuing growth opportunities, tackling challenges with determination, and showing a readiness to take calculated risks and accept new responsibilities.
- **Dependability:** Demonstrates reliability by being punctual, meeting commitments, and adhering to instructions, ensuring work is completed on schedule and communicating effectively when adjustments are needed.
- **Quality and Quantity of Work:** Strives for accuracy and thoroughness, proactively seeks feedback for continuous improvement, monitors productivity to meet and exceed standards, and maintains a balance between speed and precision in completing tasks.

WORK ENVIRONMENT

This position is currently following a hybrid work model with 3 days per week in the office with flexibility to work evenings, weekends, and holidays as needed.

This job description outlines the primary responsibilities of the position but is not an exhaustive list. The employee may be asked to perform additional duties as necessary to support organizational goals.