

Job Title: Education Director
Reports to: Executive Director
FLSA Status: Exempt, Full-time
Supervises: None

POSITION OVERVIEW

The Education Director is responsible for designing, developing, administrating and evaluating all Education programs for the Maryland Symphony Orchestra, in conjunction with the Education Committee. This position works collaboratively to create and implement education, and partnership programs that enhance the mission of the Orchestra and cultivate a spirit of enthusiasm throughout the organization.

ESSENTIAL DUTIES AND RESPONSIBILITIES

GENERAL

- In collaboration with the Executive Director, Music Director, and board, develops and implements the MSO's Education strategy.
- Prepare and operate all education programs including, but not limited to: programming, scheduling, contracting, coordinating with outside agencies and other departments.
- Prepare and monitor departmental budget.
- Create and supervise mechanisms for monitoring and evaluating effectiveness of all programs.
- Serve as a cross-departmental resources for the organization in order to ensure effective internal and external communications.
- Work collaboratively with orchestra musicians, including managing master classes and other programs.
- Collaborate with the Development Director to provide necessary proposal information and reports to foundations, corporations, and individual donors.
- Coordinate with the Marketing Director for the timely production of all education related printed materials and website/social media needs.
- Review scholarship criteria in conjunction with Education Committee scholarship. Advertise and collect scholarship applications for evaluation then notify applicants.
- Coordinate payroll and invoices with Accounting Manager, as necessary.
- Attends Education Committee meetings.

EDUCATION AND SCHOOLS

- Supervises all educational activities for schools, young people, and families.

- Collaborates closely with regional school districts on specific projects and on evolution of the MSO's programs in schools.
- Works with artistic staff to create effective programming and events.
- Collaborates with Marketing Director on student tickets and initiatives.
- Develop and implement professional development for educators participating in MSO Education programs.
- Evaluate effectiveness of programs, in conjunction with local teachers and the Education Committee, and refine as necessary.
- Collaborate on musician hiring with other staff.

YOUTH ORCHESTRA

- Serve as the liaison between parents, Music Director, volunteers, and others as applicable through accurate and consistent communication.
- Manage database of current and former student members.
- Ensure all necessary student documentation is completed.
- Communicate information about rehearsal schedules, audition materials, updated forms, and any other relevant details.
- Schedule and secure rehearsal, concert, and reception events with appropriate venues, sponsors, and performance personnel.
- Oversees all rehearsals and performances.
- Works with the Executive Director, Music Director, and Operations Manager, and Lead Technician to coordinate venue, instrument, and equipment logistics for rehearsals and performances.
- Coordinates auditions, venue rentals, guest artist schedules and hospitality, and vendor contracts
- Assist in the purchase or rental of music, as necessary.

OTHER

- Performs other duties as assigned.

EDUCATION AND/OR EXPERIENCE

- Bachelor's degree, preferably in music.
- Knowledge of orchestral repertoire and the ability to read music.
- Experience working with orchestras is preferred.
- Handles stressful situations with a pleasant demeanor.
- Ability to speak effectively with, and respond to questions from, educators, partners, students, parents, and the public.
- Excellent time management skills and attention to detail.

- Attendance at all MSO concerts is preferred. Evening and weekend hours are required as dictated by programs.
- Must possess a valid driver's license and have access to reliable transportation with appropriate insurance coverage.
- Able to prioritize and manage multiple activities and meet multiple deadlines.
- Proven ability to develop and monitor budgets.
- Excellent computer skills and comfort with spreadsheets, word processing, mail merge, and cloud based solutions
- Ability to lift 50 pounds and stand for extended periods.