



TITLE: Manager of Education and Community Engagement

REPORTS TO: President & CEO

POSITION DESCRIPTION – Full Time; varied schedule based on programming. Required Monday and Tuesday evenings (August – May) as well as some weekend and other weekdays. Comp time will be given so the position does not exceed a typical work week. This job description may be amended consistent with the needs of the organization within the discretion of the President & CEO.

SUMMARY DESCRIPTION: The Manager of Education and Community Engagement is responsible for the vision and creation of all educational and community-oriented content for the symphony. They create content that aligns with the mission of the Canton Symphony Orchestra and think about the relationship of the symphony with the Stark County and surrounding communities. This position works with patrons of all ages to better understand the symphony and create relationships that are impactful and long lasting.

EDUCATION:

The ideal candidate will create and produce a minimum of three different educational programs annually for a variety of age groups. The ideal candidate will work to innovate the current offerings as well as develop new ways to incorporate technology, collaborations, and other advancements into the programs.

- Research and develop creative programming that ties to current age-appropriate Ohio learning standards. This includes the writing of all concert scripts and learning materials.
- Identify new sources of funding and work with the Manager of Development on grant applications and other funding opportunities.
- Work closely with Associate Conductor on musical programming for educational orchestral concerts.
- Collaborate with staff and musicians to develop musical content for ensemble programs.
- Work with the Manager of Marketing to advertise programming to local schools.
- Produce and manage all educational content from inception to completion. This includes website editing, communicating with schools, taking reservations, and more.
- Attend all rehearsals for educational content.

COMMUNITY ENGAGEMENT:

A successful candidate will have the innate ability to communicate with people of all backgrounds and ages and embrace new ideas and diversity. The candidate will also seek out new opportunities for the CSO to engage with the community at large through free performances and other related events.

- Assist the Manager of Development in seeking funding for outside performances.
- Collaborate with outside organizations to further the CSO's mission.
 - Oversee engagement performances (such as Listen at the Library, Sundays at the Symphony, Summer Serenades in the Park, etc.)

- Manage the Lighthouse Saturday Strings program in collaboration with the Program Manager and Lighthouse Ministries staff.
- Coordinate additional performances and appearances with community groups (festivals, Symphony Uncorked, Instrument Petting Zoos, etc.).
- Develop and coordinate the Artist in Residence program and manage the Gallery.
- Promote and support community music organizations that share the CSO mission.
- Maintain relationships with area educators and administrators throughout Stark County.
- Be an ambassador in the community, i.e., maintain board positions that create a CSO presence in the community and support the work of the CSO.
- Accept speaking and/or teaching opportunities as requested by the community.

CANTON YOUTH SYMPHONY:

The ideal candidate will work closely with the Associate Conductor on all aspects of the Canton Youth Symphonies.

- Serve as Administrator for the groups by managing paperwork, payments and correspondence between the conductor and the parents and students.
- Attend all rehearsals (Monday & Tuesday evening) and performances of the groups.
- Recruit students to the program by visiting local schools to increase the enrollment and a CSO/CYS presence in the community.
- Manage the CSO Composer Fellowship program.

OTHER:

- Education & Community Engagement Committee:
Work with the CSO Committee Chair to:
 - Provide program updates for committee and board meetings as needed.
 - Advise committee of program needs and concerns.
 - Encourage on-going advocacy of public-school music education by the committee and board.
- Plan annual CSO Music Educator Appreciation event as well as Music/Art Educator of the Year award.
- Manage two student interns and recruit new interns to the organization each semester.

POSITION REQUIREMENTS:

Excellent communication and writing skills	Knowledge of orchestral music and musical terms
Creative and collaborative thinking skills	Knowledge/relationships of Stark County
Ability to work with both children and adults	public/private/homeschool music educators a plus
Excellent organizational skills	Bachelor's Degree in Education, Music or Arts
Ability to manage multiple projects at once	Administration preferred
Proficient in Microsoft Office a plus	

SALARY RANGE: \$35,000-40,000/year

TO APPLY: Send resume and cover letter along with three references to rhagemeier@cantonsymphony.org by October 14, 2022, or until the position is filled.

The Canton Symphony Orchestra is an equal opportunity employer. The CSO maintains a policy of providing equal employment to all qualified applicants, employees, musicians and volunteers without regard to race, religion, ancestry, color, national origin, disability, age, gender or sexual orientation, as defined and required by law. Job posted September 28, 2022.