



## **New West Symphony Job Opportunity Education and Community Engagement Manager**

### **Title: Education and Community Engagement Manager**

#### Position Summary

The Education and Community Engagement Manager is responsible for designing, developing, administering, and evaluating all education and outreach programs, consistent with Association policies and stated educational mission. The Education and Community Engagement Manager will plan and manage all educational activities, including the supervision of all volunteers and staff involved in delivering any aspect of the programs. The Education Manager will also represent the Association to other arts, education, and civic institutions to promote constructive working partnerships in the community.

#### Reports to General Manager

##### Direct reports—

- Music Van Coordinator
- Education Interns

### **Key Responsibilities**

#### **Education Programs**

- Responsible for Symphonic Adventures, Music Van, Connect! Club, VIP Family Club, Quick-Bowman Piano Competition, Ventura County String Exchange, master classes, community events.
- Plan and implement all aspects of the Association's education and outreach programs except for Harmony Project.
- Assess effectiveness of each activity.
- Use creativity and innovation in developing new programs that attempt to incorporate current educational and 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 Marketing Director, oversee the marketing and ticketing for all educational programs, including brochures, newsletters, flyers, and advertisements as necessary.
- Cultivate and maintain professional relationships with the local school district, community colleges, and other educational/civic institutions.
- Act as the primary spokesperson for the Association in education matters.

### **Budget and Planning**

- Assist the Executive Director, Music Director, and 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 Committees 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.
- Assist in identifying 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 Development Director in developing funding proposals for ongoing and new educational initiatives.
- Collaborate with the Marketing Director and General Manager in the implementation of all education programs; coordinate with other Association activities.
- In consultation with the Music Director, direct the orchestra musicians' involvement in ensemble events sponsored by or supporting the Association's education efforts.
- Hire, train, manage, and evaluate the performance of all education staff, including interns and volunteers.

**Other**

- Attend 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 General Manager

**Time Requirements:** Full-time position

**Salary/Benefits:** competitive, based on experience, plus driving allowance and health benefits

**TO APPLY:** Send resume and cover letter to [mmessina@newwestsymphony.org](mailto:mmessina@newwestsymphony.org)

**Administrative Offices:**

Thousand Oaks Civic Arts Plaza, 2100 E. Thousand Oaks Blvd., Suite D, Thousand Oaks, CA 91362; 805-497-5800; [www.newwestsymphony.org](http://www.newwestsymphony.org)

New West Symphony is an Equal Opportunity Employer

**About New West Symphony**

Founded in 1995, the New West Symphony is a professional orchestra that draws its players from the rich talent pool of professional Los Angeles-area musicians. The Symphony is the resident company of the Thousand Oaks Civic Arts Plaza and the Oxnard Performing Arts Center. It presents Masterpiece Series concerts annually and provides a number of educational opportunities for local youth through its annual *Symphonic Adventures* concerts, its traveling Music Van, and the Harmony Project of Ventura County.

**Mission**

*The New West Symphony inspires passion for classical music through live performances and education initiatives that engage and enrich our diverse communities.*

**Values**

*The New West Symphony's values provide the philosophical approach for everything we do. We believe in:*

- *Artistic excellence – We present symphonic music performances with world-class artists.*
- *Inclusiveness – We make music performances accessible to all in our communities.*
- *Tradition – We are committed to presenting a broad and diverse classical repertoire.*
- *Innovation – We strive to be on the forefront of the industry's best practices.*

- *Financial sustainability – We operate in a fiscally prudent way to ensure our long-term financial stability.*
- *Community – We engage in outreach and collaborations to enable us to be an integral part of the communities we serve.*

## **New West Symphony Education Programs**

### ***New West Symphony Harmony Project of Ventura County***

The New West Symphony Harmony Project of Ventura County is a youth development program that uses music as a tool for social change. It was formed in 2011 and adopted by the New West Symphony in 2012. Currently, 160 children participate in tuition-free music classes after school and on weekends, receiving at least five hours of instruction per week. Through practice, ensemble rehearsal and performance, students improve their focus, long-term goal setting, and teamwork. Participants are primarily from low-income families who would not otherwise have access to a quality music education. The Harmony Project commits to educating students through their high school graduation.

### ***Symphonic Adventures***

Symphonic Adventures is the Symphony's flagship education program featuring interactive concerts for 3<sup>rd</sup> through 5<sup>th</sup> grade students. For many students, this is their first opportunity to hear classical music in a concert setting. Each 50-minute concert is designed to introduce students to the orchestra, conductor, and elements of music with the aim of inspiring a life-long appreciation of music. Following demonstrations by selected orchestra members and the conductor, children are given the opportunity to conduct or play instruments with the orchestra and hear the Symphony perform iconic works from the classical canon.

### ***Music Van***

The Music Van is a traveling “petting zoo” of musical instruments that visits dozens of schools and many community festivals year-round. The Music Van provides a hands-on opportunity to learn about and try out each instrument of the orchestra, with the goal of stimulating interest in music and serving as a popular feeder system for school band and orchestra programs.

### ***VIP Family Club***

The New West Symphony makes the orchestra accessible for many children and their families by providing low-cost tickets to Masterpiece Series Concerts. Building on our Harmony Project, Symphonic Adventures, and Music Van programs, the VIP Family Club offers children ages 7 to 14 up-close seating in our venues to experience the Symphony in the most exciting way. VIP Family Club Members get to go backstage, participate in interactive activities, and interact with New West Symphony musicians in person.

### ***Outreach Concerts***

Community Outreach Concerts are another route by which the New West Symphony can bring music to Ventura County. From a string trio at a public library to a brass quintet at a chili-cook-off, the New West Symphony can provide the musicians and create unique educational concerts in any music style or genre. New West Symphony musicians are also invited to give master classes and presentations in schools and throughout the community.