JOB DESCRIPTION:

TITLE: Director of Education and Community Outreach

REPORTS TO: President and CEO

FLSA Classification: This position is a full-time, exempt employee.

SUPERVISES: All camp staff, musicians, and volunteers associated with Venice Symphony educational programs.

SUMMARY: The Director of Education and Community Outreach is responsible for designing, developing, administering, and evaluating the Music Camp, Symphony in the Schools, Youth Orchestra, and other Venice Symphony education programs. He/she will represent the Symphony to other arts, education, and civic institutions to promote constructive working partnerships in the community. The Director of Education and Community Outreach shall solicit and with presenter and/or venues for those performances NOT on the TVS’s regular schedule, to include Patriotic Pops and hand off to VP of Artistic Operations for contracting. He/she works with TVS Education Committee to champion educational goals by accelerating, inspiring, and ensuring long-term educational success. He/she will provide leadership, assistance, oversight and resources for all educational staff, musicians and volunteers associated with VS educational and outreach programs.

QUALIFICATIONS:

- Minimum 3-5 years experience in arts/education administration.
- Basic knowledge of orchestral repertoire, passion for the arts, and desire to further love of music in the community.
- Highly developed organizational skills and strong attention to detail.
- Competence in budget development and analysis, and management of grant-funded programs.
- Ability to conceptualize and facilitate the effective management of several diverse programs simultaneously, assuring the highest quality artistically and educationally, while being responsive to various stakeholders (TVS, schools, musicians, community-based organizations, donors, trustees, staff).

Education: Bachelor’s degree or higher; preferably in music, education, or a related field.

Experience:

- Minimum 3-5 years experience in arts/education administration.
- Basic knowledge of orchestral repertoire, passion for the arts, and desire to further love of music in the community.
- Highly developed organizational skills and strong attention to detail.
- Competence in budget development and analysis, and management of grant-funded programs.
- Ability to conceptualize and facilitate the effective management of several diverse programs simultaneously, assuring the highest quality artistically and educationally, while being responsive to various stakeholders (TVS, schools, musicians, community-based organizations, donors, trustees, staff).
RESPONSIBILITIES:

**Budget and Planning**

- Assist the CEO and Director of Philanthropy in establishing education and outreach goals for the Symphony.
- 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 organization and recommend a course of action.
- Collaborate with the President and CEO and Director of Philanthropy in developing funding proposals and reports.

**Administration**

- Coordinate communications regarding TVS educational and community programs internally with appropriate Symphony departments (Artistic, Operations, Marketing, Public Relations, Development), and externally.
- Oversee all aspects of materials used in teacher training, musician training, volunteer training, and student preparation for education programs.
- Provide leadership, oversight and resources for Summer Music Camp staff and volunteers hiring, training and evaluation.
- Perform other duties as assigned by the President and CEO.

**Education**

- Coordinate and administer all aspects of TVS educational programs.
- Cultivate and maintain professional relationships with area school districts, all colleges, and other educational/civic institutions. Act as the primary spokesperson for the Symphony in education matters.

**Outreach/Community Engagement**

- Engage, develop, and cultivate relationships with leaders in the educational community, area institutions and other community organizations, nurturing collaborations where desirable, feasible and effective. Serves as spokesperson for TVS’s educational activities in the community.
- Cultivate professional relationships with the Sarasota County School Administration.

**EVALUATION:** The President and CEO will conduct the Performance review.

May 2023