



Director of Education and Community Engagement (part time)

Reports to: Executive Director

Role Profile: The Director of Education and Community Engagement will be responsible for planning, overseeing and implementing all details related to IPO's educational and community engagement programs and initiatives.

Prime Responsibilities:

- Plan and coordinate all Educational and community engagement activities, including youth concerts, docent programs, Side-by-Side opportunities, lecture-demonstrations, in-school concerts and Artists in School concerts.
- Use creativity and innovation to develop new programs that attempt to incorporate current educational and technological initiatives and cultivate new community partnerships.
- Work with the Executive Director and Education Committee of the Board of Directors, to set appropriate goals, hire necessary musicians and oversee all aspects of educational programming.
- Work with Education Committee of the Board of Directors to formulate long range plan for growth of above programs.
- Attend education concert rehearsals and performances to oversee all production logistics.
- Ensure programs meet or exceed budgetary goals.

Requirements: Prefer a candidate with a degree in Music or Arts Administration and thorough knowledge of orchestral music, but open to other backgrounds as well. Previous experience working with youth and/or in education settings is key. Proven ability to develop and monitor production budgets. Strong organizational skills, time management skills, problem solving skills and an intense attention to detail. Successful candidates will possess excellent written and verbal communication skills, the ability to work independently and a willingness to be a team player in a highly collaborative environment. Nights and weekend work are occasionally required with the ability to work a flexible schedule. Weekly office hours to be mutually agreed upon by Executive Director and candidate.

Compensation: Salary is commensurate with experience.

Interested persons should email resume and letter of interest, with subject line "Engagement" to: Christina Salerno, Executive Director: csalerno@ipomusic.org

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