



255 East Ave LL02  
Rochester, NY 14604

**Job Title: Artistic and Education Coordinator**

**Classification: Full Time Salary**

**FLSA Status: Non-Exempt**

**Supervisors: Vice President of Artistic Planning & Operation and Director of Education & Community Partnerships**

***Summary:***

The Artistic and Education Coordinator will provide support and assist in the administering of all RPO orchestra, family, school and chamber music concerts, and all education and community partnership programs. This position is the contract manager and artist liaison for all types of concerts, providing top notch customer service and hospitality for all guest artists. This position is the administrative support for the department including financial, calendaring, logistical needs, internal and external communication.

The Artistic and Education Coordinator works closely with the Director of Education and Community Partnerships to plan and implement programs including guest artist visits, open rehearsals, Tiny Tots, Around the Town concerts, ROCmusic, RPYO, and the RPO's new wellness initiatives. The AEC works with the department and across the organization to increase the relevance and impact of the RPO education and community programs for citizens of all ages in the Greater Rochester area and Finger Lakes region; to nurture and develop the next generation of concertgoers and musicians; to expand access to the Orchestra, removing barriers to participation; and to unite our diverse community through music.

**Job Description**

**Artistic Planning and Liaison duties:**

- Contract management for all guest artists, including contract preparation, delivery, and tracking.
- Book and coordinate guest artist travel and hotel accommodations.
- Manage and provide transportation of conductors, soloists, and other RPO guests between airport, hotel, and venues for rehearsals, concerts, and other onsite events.
- Prepare and distribute guest itineraries for guest artists, agents, internal RPO departments, and collaborators.
- Arrange guest artist hospitality and monitor/maintain supply of amenities.
- Oversee artist fee payments and reimbursements with finance and HR. Manage vendor invoices and payments with finance and HR.

- Assists with special events, chamber concerts, and pre/post-concert activities and receptions.
- Participation in concert duty rotation is required.

**Education and Community Partnership duties:**

- Contract management when necessary for education and community concert venues, including contract preparation, delivery, and tracking.
- Assists with the scheduling and execution of Open Rehearsals.
- Assists the Education Department with the scheduling and execution of Guest Artist educational and community engagement activities.
- Coordinate individual musician visits to ROCmusic, RPYO, and other school and community groups.
- Provides support on all aspects of RPO Chamber Ensembles, including booking, contracts, and payments.
- Assists the Education Department with survey design and analysis, participation statistics tracking, and photo archive organization.
- Serves as RPO representative at select community events, including backstage and front-of-house duties.
- Collaborate on cross-departmental special projects, including in-person and virtual events.
- Other duties as required.

**SKILLS AND QUALIFICATIONS:**

- Bachelor's Degree or equivalent work experience
- 2+ years of experience coordinating arts and/or educational programs.
- Proficiency with office software programs including excel, word, outlook, google drive. Familiarity with OPAS a plus.
- Interest and/or background in classical music encouraged, but not required.
- Candidates should be punctual, self-starters, deadline driven, detail oriented, with strong organization and communication skills, and the ability to juggle several projects simultaneously.
- As this role is public facing with frequent one-on-one interaction with notable industry and local figures, professionalism and utmost confidentiality and discretion is required. Customer service mindset and experience working with diverse teams.
- The position requires someone who can successfully interact with musicians, teachers, artists of other disciplines, and curriculum specialists.
- Genuine desire to be part of a team, to be a good colleague.
- Passion for making classical music accessible to new and diverse audiences.
- Must have valid driver's license and vehicle with a clean driving record.
- Flexibility in schedule, including days, nights and weekends, and ability to work irregular hours as needed.

***Language Skills:***

**Basic Skills:** Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in a one-on-one and small group situations, to customers, clients, and other employees of the organization.

***Mathematical Skills:***

**Basic Skills:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret graphs.

***Reasoning Ability:***

**Intermediate Skills:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

***Work Environment:***

**Physical Demands**

Position occasionally crouches, crawls, stands, walks, talks, listens and uses hands and arms; regularly reaches with arms; occasionally climbs; occasionally lifts and/or moves 25-40 pounds.

**Work Environment/Exposure Conditions**

Position is occasionally exposed to weather at our outdoor concerts, primarily rain during the summer schedule. Vibration can be a factor with the orchestra being amplified. The noise level for this position is moderate when in the office and loud while at concerts and rehearsals.

**Other Environmental Exposures**

Other environmental exposures are not a factor for this position.

Rochester Philharmonic Orchestra, Inc. is an equal opportunity employer that is committed to diversity and inclusion in the workplace. It is the policy of the Board of Directors of the Rochester Philharmonic Orchestra (RPO) to insure that the RPO is serving the entire Greater Rochester community as a culturally astute and engaged civic organization that is committed to modeling and strengthening the anti-racist values of equity, diversity, and inclusion. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outline by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and internship. The Rochester Philharmonic makes hiring decisions based solely on qualifications, merit, and business needs at the time and seeks a diverse applicant pool for each position posted.

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