



255 East Ave LL02  
Rochester, NY 14604

**Job Title: Education and Community Partnerships Manager**

**Classification: Full Time Salary**

**FLSA Status: Non Exempt**

**Supervisors: Director of Education**

***Summary:***

The Education and Community Partnerships Manager works closely with the Director of Education and Education/Community Partnerships department to plan and implement programs including all RPO family, school, Tiny Tots, Around the Town and chamber music concerts, all education and community partnership programs, and new initiatives including RPO's Health and Wellness program. The Ed/CP Manager is responsible for the day-to-day operations of the department and is a representative of the Ed/CP work which is an integral part of the RPO's offerings and mission.

The Manager 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**

- Manages all aspects of Education Concerts including registration, class materials, logistics, staffing.
- Maintains and builds education database to include contact lists, resources, statistics and reports.
- Manages the Around the Town Concert series including venues, partners, neighborhood officials, coordination of ROC music students and concert logistics.
- Manages the Orkidstra series including venues, partners, logistics, pre-concert activities
- Works with the Director in developing and maintaining relationships with schools, music and arts organizations, education institutions, community organizations in and around the Greater Rochester Area.
- Works with the Director in developing venue relationships and coordinating annual calendar of Education and Community events.
- Plans and executes education and community activities such as instrument petting zoo, school ensemble visits, music educator awards and public events
- Manages Education and Community materials such as photos, bios, testimonials and partners with marketing in upkeep of content on the RPO education and community website pages.

- Supports department programs with gathering data and working with the development department in reporting for grants and institutional support.
- Works with the department with logistics, training, hiring of musicians for health and wellness program activities
- Assists Director of Education and Community Partnerships with artistic programming of education, family and community concerts.
- 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 assigned.

#### SKILLS AND QUALIFICATIONS:

- Bachelor's Degree or equivalent work experience
- 2-3+ years of experience coordinating arts and/or educational programs.
- 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, to maintain a sense of humor, and to lend a hand when needed.
- Passion for making classical music accessible to new and diverse audiences. Creativity and desire to build community connections, develop programs and be a partner and support to the Director of Education in long term planning.
- Proficiency with office software programs including excel, word, outlook, google drive. Familiarity with OPAS a plus.
- Flexibility in schedule, including days, nights and weekends, and ability to work irregular hours as needed.

#### ***Language Skills:***

**Intermediate Skills:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of 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.*