



## VICE PRESIDENT OF EDUCATION Job Description

**Title:** Vice President of Education

**Department:** Education & Community Engagement

**Reports to:** President & CEO

**Salary Range:** \$82,000-\$90,000

### POSITION OVERVIEW

The VP of Education is responsible for designing, administrating and executing education programs for the Rochester Philharmonic Orchestra, with support and guidance from the Board of Directors Education Committee. This position works collaboratively with all facets of the organization to create and deliver education and partnership programs that touch and inspire our community.

### JOB DESCRIPTION

1. Serve as a member of the senior leadership team in establishing organizational strategy, priorities, goals, budget, and a positive and inclusive organizational culture.
2. Develop, implement, and maintain RPO education and community engagement programs in alignment with the organization's strategic plan.
3. Oversee the planning and execution of all RPO education and community engagement programs and initiatives including: education concerts (pre-k to sixth grade), OrKIDStra family series, Around the Town concert series, Orchestral Program for Urban Students (OPUS), Care and Wellness Initiative, and more.
4. Serve as organizational leader of and provide oversight for the Rochester Philharmonic Youth Orchestra (RPYO), including liaising with the RPYO Advisory Council.
5. Collaborate with conducting staff and artistic administration in the development of concert themes, repertoire, and programs; collaborate with area churches, schools, and community venues to schedule concerts in satellite venues.
6. Oversee the design and production of pre-concert teaching materials in collaboration with area educators.
7. Develop and closely monitor departmental and program budgets.
8. Drive philanthropic support for education and community engagement programs in close collaboration with the Development Department, serving a front-facing role in cultivating relationships, stewarding funders, and securing leadership gifts
9. Work closely with Marketing in the development of promotional materials related to education and community engagement programs; contribute content for publications and RPO website; serve as a primary media contact for education-related initiatives.
10. Establish and foster relationships within Rochester's music and arts education community.
11. Serve as the liaison to the Rochester Philharmonic League (RPL) and assist with their education programs (Young Artist Auditions, Music Munch & Mingle, etc.); serve as ex-

officio member of the RPL's Advisory Council; serve as RPO representative for the ROCmusic Collaborative; assist with the Music Educator's Award committee.

12. Supervise an education department of two full-time employees, one part-time employee, and one or more interns from local universities.

**Required Skills:**

Qualifications:

- Bachelor's degree in education, Music or Arts Administration; master's degree preferred
- At least 5 years' experience working in the education department of an arts organization with increasing responsibilities; orchestra experience preferred
- Experience in strategic and long-range planning
- Experience in program development and evaluation
- Experience in developing pre-concert lesson plans and activities
- Ability to work effectively with various constituencies
- Exemplary organizational skills, ability to manage many projects at once
- Exemplary verbal and written communication skills
- Knowledge of classical artists and repertoire is essential
- Highly organized, self-motivated, and able to prioritize and manage multiple projects simultaneously