



# PITTSBURGH SYMPHONY ORCHESTRA

## **Job Description**

Title: Coordinator of Learning and Community Engagement

Department: Learning and Community Engagement

Reports to: Director of Learning and Community Engagement

Status: Non-Exempt, Full-Time

Posted: 12/15/17

Application Due: 01/12/17 or until filled

## **Job Purpose**

The Coordinator of Learning and Community Engagement supports the work of the Learning and Community Engagement Department and assists in production, promotion, and evaluation details associated with Schooltime, Tiny Tots, Audience of the Future, Side-By-Sides, Fiddlesticks, Sensory Friendly, Service Exchange, Community Engagement, and other programs. This position provides event as well as administrative support for the Department.

## **Learning and Community Program Responsibilities**

- Provide support for the planning, implementation, and follow-up of all Learning and Community Engagement Programs. Maintain the databases for the Schooltime and Tiny Tots Concerts, Side-By-Side events, Audience of the Future, Community Engagement, and other programs.
- Manage communication with schools, including, customer service inquiries, reservations, photo releases, confirmations, and messaging for future activities.
- Serve as front of house coordinator at Schooltime and Tiny Tots Concerts, coordinating with ushers and event supervisor.
- With Manager, coordinate volunteers for Fiddlesticks, Tiny Tots, Schooltime, Community Engagement, and Sensory Friendly programs.
- Create reports for historical documentation.
- Collect, analyze, and compile reports for program evaluations and year-end assessments.
- Collect and compile musician exchange services pre- and post-event details including logistical information, evaluations, credits, photos, etc., for Learning and Community Engagement programs.

## **Administrative Responsibilities**

- Coordinate information for other departments. Create systems for compiling project information and evaluations for use in refining programs and producing reports for grant proposals and final grant reports.
- Coordinate data collection and evaluations for all Learning and Community Engagement programs. Set up photo releases for individuals, crowds, and musicians.



# PITTSBURGH SYMPHONY ORCHESTRA

- With Manager, create and maintain an archive of photos, videos, quotes, and testimonials of Learning and Community programs.
- Maintain the Departmental budgets and databases.
- Compile reports for Donor Relations on numbers served and documentation.
- Develop master schedule for department programs and Service Exchange programming.

## **Other Duties:**

- Assists departmental staff as needed for various projects and presentations.
- Assists in all events as needed of the Learning and Community Programs.
- All other duties as assigned.

## **Education and Required Experience:**

- Bachelor's degree in Music, Music Education, and/or Communications.
- At least two years of experience coordinating projects and/or people.

## **Competencies, Knowledge, Skills, & Abilities:**

- Excellent communication (written and verbal) and presentation skills.
- Self-motivated and able to prioritize multiple projects.
- Extremely detail-oriented with exceptional organizational skills.
- Capacity to work under pressure and collaboratively with all types of people.
- Ability to work flexible hours, particularly weekends and evenings.
- Must be able to pass state and federal clearances to work in educational settings and healthcare facilities.
- Proficiency in using technology, especially Microsoft Office Suite and database software.

## **Work Environment & Physical Demands:**

- Must be able to work with people of all ages and abilities, in close settings.
- Ability to lift and carry up to 50 pounds. Ability to climb stairs. Frequently required to sit.

## **To Apply:**

Please send a resume and cover letter to: [lmason@pittsburghsymphony.org](mailto:lmason@pittsburghsymphony.org)

Please ensure job title is in the subject line and cover letter is included.