



# PITTSBURGH SYMPHONY ORCHESTRA

## **Job Description**

Title: Manager of Learning and Community Engagement

Department: Learning and Community Engagement

Reports to: Director of Learning and Community Engagement

Status: Exempt, Full-Time

Posted: 12/15/2017

Application Due: 01/12/2017 or until filled

## **Job Purpose**

The Manager of Learning and Community Engagement supports the work of the Learning and Community Engagement Department and specifically oversees the areas of Community Engagement, Accessibility, OTPAAM (Orchestra Training Program for African American Musicians) and Music and Wellness. The Manager assists in shaping the Inclusion and Accessibility initiatives of the organization. The position works with musicians for small group services in community settings and manages the department interns and volunteers.

## **Essential Duties and Responsibilities**

- Manages the Community Engagement Program. Creates and maintains strong, collaborative relationships with community organizations and individuals. Serves as manager on site for community events and represents PSO in community forums.
- Works collaboratively with the Operations Department to implement the OTPAAM Program, supporting recruitment and professional learning opportunities for the OTPAAM Fellow.
- Manages the Music and Wellness Program and musician exchange services in the community, working collaboratively with the Director. Manages the blogs and website for Music and Wellness. Develops ideas and strategies for advancing program effectiveness.
- Works collaboratively with other departmental staff to create meaningful messaging and communications for the areas of learning, community, and inclusion. Works with video producer and Manager of Digital Marketing to create content for website, blogs, CODA, social media, and donor/patron relations collateral.
- Works with SVP to support Accessibility Initiatives and Sensory Friendly program, monitoring Accessibility Initiative and Inclusion Initiative. Works with Accessibility Advisory Committee to implement recommendations to improve accessibility in the areas of facility, programming, management/leadership, and communications.
- Provides event support as needed for all other Learning and Community Programs.
- All other duties as assigned.



# PITTSBURGH SYMPHONY ORCHESTRA

## **Supervisory Responsibilities:**

- Supervise departmental interns.
- Manage volunteers at events.

## **Education and Required Experience:**

- Bachelor's degree in Music, Music Education, and/or Music Therapy. Master's Degree in these areas or in Arts Administration preferred. Preference toward those with knowledge in orchestral music repertoire.
- At least three (3) years of recent experience in managing projects in the fields of arts management, music therapy, and/or music education.
- Experience managing people and projects within a music environment or classroom.

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

- A current and thorough understanding of best practices and current research in arts learning, aesthetic education, and/or music therapy.
- Knowledge of evaluation and assessment methods, music and healing practices, and resources preferred.
- Excellent communication and presentation skills.
- Capacity to work under pressure and collaboratively with all types of people.
- Ability to work flexible hours, particularly weekends and evenings.
- Must have access to transportation for travel to alternate work sites in the community.
- 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 objects of up to 50 pounds. Ability to climb stairs. Frequently required to sit. Specific hearing abilities required by this job include active musical listening for program development.

## **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 attached.