

St. Cecilia Music Center

CHAMBERJAZZFOLK

Director of Education and Community Engagement

Status: Part-Time; 24 hours per week, paid hourly

Purpose: The Director of Education and Community Engagement will play a crucial role at SCMC in overseeing the School of Music (SOM) administration, as well as create and maintain important community relationships to help educate the public on programs and opportunities at SCMC.

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Join a dynamic team of arts administrators who are passionate about leading West Michigan's oldest performing arts organization. This role will help further the educational programming at SCMC and also expand our community engagement. We offer work/life balance with a flexible schedule.

RESPONSIBILITIES

Administration of SCMC School of Music (SOM) Programs

- Oversee SOM Administrator and Orchestra Assistant; communicate with SOM conductors
- Manage various SOM programs
 - Ensembles
 - Summer camps
 - Concerto competition
 - Strings to Schools
 - In-school assemblies
- Manage communications with students and parents
 - SOM newsletter
 - Handbook
 - Website
- Manage SOM scholarships and financial aid
- Manage SOM concerts
 - Ticketing in conjunction with Box Office Manager
 - Concert programs in conjunction with graphic designer and conductors
- Create annual SOM budget in conjunction with Executive and Finance Director
- Oversee annual planning
 - Database
 - Auditions
 - Registration
 - SOM merchandise

Marketing SOM programs

- Recruit students for all ensembles and camps
- Oversee the development of SOM marketing materials and social media content

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Outreach

- Create and maintain relationships with retirement communities, colleges, middle and high schools and various community groups to educate them on ways they can participate at SCMC
- Manage outreach performances by adult ensembles
- Work with Executive Director to execute an annual community engagement event
- Ensure the Center's service to diverse segments of the community by developing and maintaining vibrant partnerships with schools and other West Michigan cultural institutions

REQUIRED QUALIFICATIONS

- Bachelor's degree or higher
- Proficient in Microsoft Office
- Ability to learn new technology
- Excellent verbal and written communication skills
- Ability to multi-task
- Prior music education experience
- Highly motivated and able to work independently while still maintaining team mentality
- Creative approach to new opportunities for students

PREFERRED QUALIFICATIONS

- 3-5 years of arts administration or music education administration
- Music Education degree
- Experience using Adobe Suite or other design software

PRIMARY RELATIONSHIPS

- This position reports to the Executive and Artistic Director.
- Maintains working relationships with all other staff members as pertains to the School of Music, including Event and Facility, Box Office, Development and Finance.

TO APPLY

Please submit a cover letter and resume to Executive and Artistic Director Cathy Holbrook via email at cathy@scmc-online.org. No phone inquiries please.

Applications will be accepted until June 3, 2022. Expected start date is mid-to-end of July 2022.

ABOUT ST. CECILIA MUSIC CENTER

Since 1883, St. Cecilia Music Center has promoted the appreciation, study and performance of music in order to enrich the human spirit and enhance the quality of life of the residents of West Michigan. The Center fulfills this mission by: **presenting** visiting world-class artists in concert, **providing** music education for all ages through our School of Music and **preserving** a historic building for musical activities and community events.

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