



LaGrange Symphony Orchestra Job Posting Coordinator – Educational and Community Outreach

POSITION TITLE: Coordinator, Educational and Community Outreach

ROLE: Reports to the Executive Director, coordinating all educational outreach programs and assisting with aspects of community outreach sponsored by the LaGrange Symphony Orchestra.

POSITION SUMMARY: The person serving as Coordinator of Educational and Community Outreach is hired by and is under contract to the LaGrange Symphony Orchestra. The Coordinator shall be responsible for the coordination of the Educational and Community Outreach programs sponsored by the LSO in the areas specified below and assist the Executive Director and the Music Director, as needed, to advance the Educational and Community mission of the LSO.

REQUIRED SKILLS:

- Effective oral and written communication skills
- Efficient organizational skills
- Effective computer and social media skills
- Advanced education is preferred but not required
- Successful experience coordinating programs is preferred

DUTIES AND RESPONSIBILITIES: Duties include, but are not necessarily limited to, the following areas:

Education and Community Outreach-

- Coordinates, as budgetary support allows, the administration and logistics of Educational Programs such as the String Lessons Project, , Children’s Concerts, Musicians in Schools program, Summer Music Camp program and others as may be developed and/or assigned.
- Serves as a member of the Youth and Education Committee.
- Coordinates, as budgetary support allows, the administration and logistics of community outreach programs such as Guild luncheon performances, Sip ‘n Shop performances, LaGrange Mall Summer Showcase and others as may be developed.
- Coordinates and/or assists with the administration and logistics of individual youth concert special promotions.
- **Performances-** Coordinates and/or assists per-concert special events or activities.

- Assists Executive Director and/or Music Director, Conductor(s) in promotion of orchestra, events or activities.

Administration:

- Attends Board of Directors meetings as/if requested.
- Assists with grant proposals pertaining to educational and community outreach.
- Maintains inventory of musical instruments. Coordinates distribution and maintains accurate records regarding “loaned” instruments.

Other:

- Other responsibilities may be assigned by the Executive Director, in consultation with the Board. Newly assigned job responsibilities shall be documented in writing and placed as an attachment to this position description.

The Youth and Education Committee shall periodically review the Director of Educational and Community Outreach Position Description for content and currency and report its findings to the Governance Committee/Board for information and/or recommended action.

Salary Range: \$7,000 - \$10,000 - This is a part-time position.

To Apply: Submit resume and/or questions to jobs@lagrangesymphony.org.

Deadline for Application: June 4, 2021