Wisconsin Chamber Orchestra
Education & Community Engagement Coordinator
Position Description

Overview:
The Wisconsin Chamber Orchestra (WCO) seeks an Education and Community Engagement Coordinator to join our dynamic team to administratively lead the expansion of our youth educational offerings and community engagement programs across the greater Madison community. The WCO is investing in these key strategic areas to better serve the community and future generation of leaders through strong educational experiences and collaborations through music.

Reporting to the Chief Executive Officer and working closely with the operations team and Music Director, the Education and Community Engagement Coordinator is responsible for overseeing the successful delivery of all educational programs and community partnerships. As the WCO and the orchestra field moves aggressively towards creating a more diverse, equitable and inclusive environment for all stakeholders, the work will be grounded in supporting efforts to dismantle barriers to participation, creating welcoming environments for learning and discovery, and opening the conversation for how the WCO enriches the community through music.

The position will work closely with the operations team, musicians, and collaboration with the DE&I Task Force. As a key member of the staff, the Education and Community Engagement Coordinator will ensure that the educational and community partnerships efforts align to organizational goals. This individual contributor position is full-time hourly with benefits. Beginning annual salary for this position ranges from $33,000–38,000, depending on experience. Candidates with diverse experiences and backgrounds are encouraged to apply.

Who you are:

- At least 3 years of experience in arts administration, educational outreach, or community collaborations required
- Strong connector of people and organizations
- Strong project management and organizational skills
- Proven experience working to positively impact youth through the power of music
- Ability to work independently, take initiative, and be a part of a vibrant team
- Excellent written and verbal communication and presentation skills
- Attention to detail and problem-solving skills
- Musical background, teaching experience a plus but not required

Position Responsibilities:

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**
The following are the primary/essential functions of the position, although are not all-inclusive.

- Support the success and growth of the WCO’s current educational offerings – Family Series, Super Strings, Side-by-Side, and Young Concerto Artists Competition – managing the development, execution, and follow up of all administrative tasks
- Lead communications in the acquisition and administration of school and community partnerships for the expansion and implementation of new and existing educational offerings
• Seek and develop innovative community partnerships in music, education, and other sectors to broaden the WCO’s reach and impact in the greater Madison community
• Coordinate and administer the visits of the Composer in Resident at least three times per year
• Coordinate and administer the community outreach activities by guest artists during their week with the orchestra, serving the role of guest artist liaison
• Manage the registration and signups of all educational programs, including the development of sign-up portals, tracking attendees, developing on-boarding materials for sites
• Evaluate the effectiveness of programs through the administration of surveys, partnership feedback, and the delivery of relevant information to the development team for reporting purposes
• Work with the CEO, Music Director, and musicians to ensure the effective development and delivery of all new and existing educational offerings
• Other duties as assigned

About the Wisconsin Chamber Orchestra:
Founded in 1960, the Wisconsin Chamber Orchestra (WCO) is one of the elite chamber ensembles in the United States and is dedicated to advancing Wisconsin communities through the transformative power of music. Under the direction of Maestro Andrew Sewell, the WCO leverages the unique characteristics of chamber music to bring a wide variety of repertoire to audiences in settings that range from the formality of the concert hall to the intimacy of smaller community venues and the open accessibility of parks and other public spaces. Through collaborations with regional performing arts groups and touring performances, the WCO extends its artistic programming to broader audiences and communities across Dane, Columbia, Jefferson, Waukesha, and Sauk counties.

The WCO is nationally known for its summer series Concerts on the Square®, drawing over 200,000 patrons annually to downtown Madison. Via its annual education programs including the Family Series, Young Artist Concerto Competition, and Super Strings program, the WCO provides artistic development opportunities for young musicians.

To learn more about the Wisconsin Chamber Orchestra visit www.wcoconcerts.org.

To apply, please email a cover letter and resume to Joe Loehnis, CEO at joelohnis@wcoconcerts.org.

Please apply by August 20, 2021 for best consideration.