



WISCONSIN CHAMBER ORCHESTRA

## Community Engagement & Education Manager

Opportunity Profile | August 2024

### Position Summary

Wisconsin Chamber Orchestra (WCO) seeks a Community Engagement & Education Manager to join our dynamic team to execute 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 Director of Operations, the Community Engagement & Education Manager is responsible for overseeing the successful delivery of all educational programs and community partnerships. As the WCO and the orchestra field moves 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 collaborate with the equity, diversity, and inclusion committee. As a key member of the staff, the Community Engagement & Education Manager will ensure that the educational and community partnerships efforts align to organizational goals. This individual contributor position is full-time salaried exempt with full benefits package available. The WCO is an equal employment opportunity (EEO) agency; all are encouraged to apply.

### Benefits

- Full-time salaried exempt position
- Salary range: \$40,000 - \$45,000
- Full health and dental benefits
- 401k retirement plan
- Paid holidays, vacation, sick time
- Leadership development opportunities
- Flexible working environment
- Paid Parking
- Laptop for office use

### Responsibilities

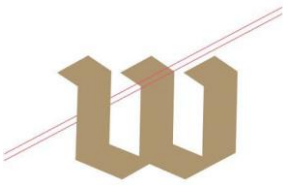
- Manage the WCO's current educational offerings – Family Series, Super Strings, Youth Concerts, Side-by-Side, Concerts on the Square Kids Area, and Young Concerto Artists Competition – ensuring that the programs are delivered as designed, while also staying involved in development programmatic partners
- Support the administration and growth of existing and new youth and school partnerships
- Seek and develop new, innovative community partnerships in music, education, and other sectors to broaden the WCO's community reach and impact
- Work with the Operations department and Music Director to discuss and plan program content, musician budgets and hiring, and ensuring that the musician services for each youth program adhere to the musicians collective bargaining agreement (CBA)

WISCONSIN CHAMBER ORCHESTRA

321 E Main Street | Madison, WI 53703

608.257.0638

[wcoconcerts.org](http://wcoconcerts.org)



- Coordinate 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
- Coordinate and administer the community outreach activities by guest artists during their week with the orchestra, in collaboration with the Operations department
- Other duties as assigned

### **Who You Are**

- At least 2-3 years of experience in arts administration, community partnerships, or education strongly preferred
- Strong relationship building skills
- Strong project management and organizational skills
- Proven experience working to positively impact youth
- 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 a plus but not required
- Work evenings and weekends as required

### **Who We Are**

**No other arts organization in Wisconsin performs free for more people each year.**

Founded in 1960, the orchestra is built on a foundation of quality musicianship with top-tier musicians. As a smaller ensemble, we're able to showcase music at an intimate level, providing attendees with a unique experience. Under the direction of Maestro Andrew Sewell, we make classical music accessible to our community from concert halls to Madison's Capitol Square, reaching over 250,000 music lovers annually.

We are driven in our mission to strengthen communities through innovative, high-quality artistic experiences that entertain, inspire, and unite diverse audiences. And we're passionate about creating a sustainable future through our strategic plan.

Our core artistic programs include the four-decade tradition of Concerts on the Square<sup>®</sup>, the Masterworks series at the Overture Center for the Arts, annual performances of Handel's *Messiah*, educational programming and concerts for families and children that serve over 2000 youth each year and performing with local arts groups like Madison Ballet. In 2023, the WCO launched the Composer Collective series with a five-year, five-album project titled *Musical Landscapes in Color* with the goal of expanding the orchestral canon to include new works by living composers of color.

We strive to create a vibrant and inclusive space where music creates a sense of togetherness and connection, and that's why we're relentless about finding new ways to collaborate and partner with local groups in our community.

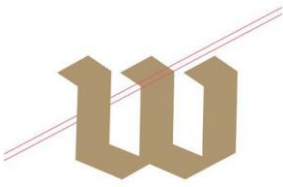
WISCONSIN CHAMBER ORCHESTRA

321 E Main Street | Madison, WI 53703

608.257.0638

[wcoconcerts.org](http://wcoconcerts.org)





As a member of the League of American Orchestras, we take our commitment to Diversity, Equity, and Inclusion seriously. Working with Nehemiah, Inc. through the Catalyst Incubator Grant, our goal is to become a cultural ambassador to Madison while creating relationships that allow for authentic conversation, partnerships, and accessibility to musical experiences.

While headquartered in Madison, we believe in extending our mission to communities across Wisconsin when there are opportunities to do so. To learn more visit [wcoconcerts.org](http://wcoconcerts.org).

### **Why Should You Work Here?**

We put people first. With an ongoing nod to the history of classical music, we aren't afraid to push forward into the future and new norms while respecting tradition. While this statement is about programming, it translates directly to our culture with staff, musicians, and volunteers. We know that when we allow our people **agency** and flexibility in the workplace, we get the best productivity, innovation, and engagement from all members of our team, allowing us to take our work to new heights and have fun along the way.

Our passion for the mission and focus on excellence is what sets us apart on stage and in the community and we let the work speak for itself. While we take our work very seriously, we try to not take ourselves too seriously. We create with purpose, we play with intent, and we perform with passion. Why? Because we believe it's possible to inspire a better, **inclusive** community through music and we want you to be part of that with us.

### **To Apply**

[Click here to fill out the online application](#). Applications received by September 16<sup>th</sup>, 2024 are ensured full consideration. Applications will be accepted until the position is filled.

If you have questions about the application process or cannot fill out the online application due to a disability or system problem, please contact Sam Pavel, Director of Operations at [sampavel@wcoconcerts.org](mailto:sampavel@wcoconcerts.org)

