

## Education & Community Engagement Manager

---

### WHO WE ARE

The Boise Phil's mission is to reflect the energy and heartbeat of our communities through invigorating musical experiences that touch the human spirit. Serving the Treasure Valley, the Boise Phil was established over 60 years ago but traces its artistic roots back to 1885. It is the longest continuously running cultural organization in the state, and one of the longest in the country. In addition to the professional orchestra, the Boise Phil also includes the Boise Phil Master Chorale and two Boise Phil Youth Orchestras.

### ABOUT THE ROLE

The Education and Community Engagement Manager is responsible for developing, administering, and evaluating all Boise Phil Education and Community Engagement activities and serving as primary contact with those served. Programs include the Boise Phil Youth Orchestras, Classroom Education (Sonic Boom!), virtual and in-person learning, School Concerts, PHILtheHall community partnerships, and small ensemble performances in the community.

The ideal candidate will be energetic, detail-oriented and have experience working with youth, educators and the community. They should also exhibit strong project management and problem solving skills, be an excellent and empathetic communicator, enjoy building relationships and lead collaboratively. A commitment to diversity, equity and inclusion, along with a willingness to engage in personal and organizational reflection, critical dialogue and growth is expected.

### REPORTING RELATIONSHIPS

The Education & Community Engagement Manager is a member of the Operations Team and reports directly to the VP & General Manager. This role will work in close collaboration with the Youth Orchestra Music Director and will supervise volunteers and other vendors.

### KEY RESPONSIBILITIES

#### Program Development

#### *Classroom & School Concert Programming*

- In collaboration with artistic staff, plan and develop annual School Concerts including program goals, themes and repertoire, create scripts, digital media and other technical elements, hire guest artists as appropriate, and help inform rehearsal strategies
- Coordinate scheduling with area school districts, private schools and homeschoolers. Develop and distribute related classroom materials and curriculum.
- Assess and manage musician professional development as required
- Develop and maintain relationships with local student performing organizations, public school music curriculum supervisors and local music educators from pre-school through collegiate level to identify needs and effectively develop, administer and modify the Boise Phil's education programs to meet those needs
- Design measurement tools and collect and track participant feedback in order to assess impact and effectiveness of all programs.

### *Youth Orchestra Programming*

- Collaborate with Boise Phil Youth Orchestra (BPYO) Music Director to develop annual Youth Orchestra season plan, handbook, and implement all related events and activities
- Work closely with librarian to ensure proper and timely supply of scores and parts
- Collaborate with the BPYO Music Director, VP & General Manager, and Executive Director to make appropriate budgetary recommendations for the upcoming season
- Process and track registrations, tuition payments and financial aid applications
- Create and maintain master calendar, update website as needed
- Manage attendance records, and communicate issues with the BPYO Music Director and families in accordance with attendance policy
- Create and maintain databases for students, alumni, coaches, parents, schools, vendors and other contacts important to BPYO
- Ensure the appropriate and timely setup and teardown of equipment and furniture for rehearsals, concerts and other events.

### *Community Engagement & PHILtheHALL*

- Work with community partners to accomplish mutual goals for the benefit of our community, and develop and administer Community Engagement programs which fully utilize our musicians' diverse talents
- Collaborate with Boise Phil musicians in the creation of chamber music programs and workshops for schools and community partners
- Build PHILtheHALL community partner roster and oversee distribution of free tickets and Digital Stage subscriptions
- Identify areas of community need and potential programming opportunities

### Administrative

- Serve as primary contact and onsite supervisor for rehearsals, concerts and other events, including some evenings and weekends
- Develop annual operating plans with clear action items, ownership and timelines
- Develop revenue and expense budgets for each Education and Community Engagement program, monitor progress of each and adjust as necessary.
- Manage school and community partner engagements; including participant analysis, disability access needs, and executing paperwork
- Create contracts and check requests for guest artists and production partners, as appropriate
- Work closely with the Development Department to ensure that Education & Community Engagement funding needs are met
- Work with Marketing/PR department to promote activities and communicate with outside stakeholders the importance of Education & Community Engagement programs
- Schedule related musician services, assign musicians and communicate all logistics, context and goals to those assigned. Utilize musician services following the guidelines of the Collective Bargaining Agreement
- Recruit and supervise volunteers to help staff Education & Community Engagement activities

### **POSITION REQUIREMENTS**

- Passion for music education and orchestral music
- 3 – 5 years prior work experience in music/music education or related field
- Working knowledge of orchestral repertoire required

- Strong written, verbal and interpersonal skills and ability to work effectively with a wide range of constituencies in a diverse community
- Ability to manage multiple projects in many stages at once, thriving in a fast-paced environment
- Collaborative and effective team player, with ability to anticipate internal and external stakeholder needs
- Familiarity with Idaho and National education standards, especially for elementary general music education
- Ability to be on one's feet for extended periods of time and ability to lift materials weighing up to 50 pounds.
- Some evenings and weekends required

### **COMPENSATION**

The annual salary for this full-time, exempt position is \$45,000 - \$55,000 per year and includes a health, dental and vision package with an HSA plan, and retirement plan (employees are eligible for organization match after 1 year of employment), as well as paid vacation and paid personal time off.

### **APPLICATION INSTRUCTIONS**

To apply, please send a cover letter and resume to Laura Reynolds at [laura@boisephil.org](mailto:laura@boisephil.org). The deadline to apply is Friday, January 28, 2022.

### **COVID-19 HEALTH & SAFETY REQUIREMENTS**

This position will require you to interact with employees, patrons, vendors and others who may or may not be vaccinated or recently tested. You will be required to wear personal protective equipment (PPE) and to comply at all times with the Boise Phil's COVID-19 health and safety policies, including testing and vaccination requirements.

*The Boise Philharmonic Association is an equal opportunity employer that values diversity. All qualified applicants will be considered without regard to race, religion, color, national origin, gender identity or expression, sexual orientation, age, marital status, veteran status, disability status, or any other legally protected category.*