

● PRINCETON SYMPHONY ORCHESTRA  
ROSSEN MILANOV, MUSIC DIRECTOR



[www.princetonsymphony.org](http://www.princetonsymphony.org)

## MANAGER OF EDUCATION AND COMMUNITY ENGAGEMENT

The Princeton Symphony Orchestra (PSO), widely regarded as one of the New Jersey's finest arts organizations, is a highly successful, professional, per-service orchestra. The PSO presents a six-program classical series at Richardson Auditorium in Princeton as well as pops, holiday, and education concerts, a chamber music series throughout Central New Jersey, a series of lectures and events for the community, and robust education programs reaching over 10,000 students annually. This is an exciting time of growth for the PSO: the organization has just announced a merger with The Princeton Festival, a June performing arts festival, and in 2020, the PSO began a new partnership with the Youth Orchestra of Central Jersey (YOCJ). The PSO has proudly remained vital throughout the pandemic, delivering much of our standard programming virtually while also exploring new initiatives.

**JOB TITLE:** Manager of Education and Community Engagement

**REPORTS TO:** Executive Director

### POSITION:

The Manager of Education and Community Engagement is a newly-created full-time position and is responsible for the planning and implementation of all PSO BRAVO! education programs and community engagement activities. The Manager will have responsibility for the full portfolio of PSO BRAVO! education programs, ensuring that all programs are run with a focus on building long-term and reciprocal relationships with the community, and in an effective and financially responsible manner. The Manager will seek out new opportunities and partnerships through which the PSO can deepen its engagement with the greater Princeton-area community and will conceive and develop new programming in service of this goal. They will develop and maintain relationships with partnering organizations, teachers, and volunteers. The position reports directly to the Executive Director. Salary is commensurate with experience; benefits include health insurance and paid vacation.

### ESSENTIAL JOB FUNCTIONS:

Responsibilities include but are not limited to:

- Manage PSO's education and community engagement (BRAVO!) programming; strategize and develop new initiatives in collaboration with Executive Director and board BRAVO! Committee.
- Coordinate programs from initiation to completion, including but not limited to in-school performances, *Listen Up!* art and music series, masterclasses, and School Day Concerts.
- Initiate and maintain relationships with teachers, school administrators, and community organizations. Attend community events and meetings as representative of PSO.
- With Executive Director, manage partnership with Youth Orchestra of Central Jersey and PSO musician participation in YOCJ programs.
- Identify and pursue new, reciprocally beneficial opportunities for collaboration with community partners.

- In consultation with Manager of Artistic Operations, plan BRAVO! event calendar around orchestra activities and hire musicians for education/community events.
- Be on-site to set up and manage education and community events.
- Manage project coordinators as needed.
- Serve as staff liaison to PSO BRAVO! Board Committee. Schedule meetings, prepare meeting materials and take minutes; work with committee to define goals for program development.
- Manage professional development for musicians as needed relating to education/community engagement work.
- Work with development staff to identify grant opportunities related to BRAVO! and community engagement initiatives and contribute to grantwriting process.
- Apply principles of Equity, Diversity, and Inclusion in development and implementation of all programming.
- Provide language to Manager of Marketing and Communications to assist in the writing of press releases and other materials. Review all promotional and website materials for content and accuracy; maintain BRAVO! pages on PSO website.
- Develop and monitor budgets for BRAVO! programs; design programming within budget parameters.
- Document and track payroll and artist payment information for BRAVO! events.
- Attend PSO concerts as assigned and participate in management of events as needed.
- Other duties as assigned.

#### **QUALIFICATIONS:**

- Experience in the arts administration or music education field, experience in program management, or equivalent experience preferred, with a minimum of 2 years managing similar programs ideal.
- Familiarity with the classical music industry desirable.
- Superb organizational skills, attention to detail, project management skills, and the ability to plan, prioritize, and handle multiple deadlines.
- Excellent interpersonal skills to work with a variety of constituents from an array of lived experiences.
- Proven ability to move through conflicts and handle sensitive matters.
- Strong written and verbal communication skills.
- Excellent technology and computer skills.
- Reliable access to personal vehicle and valid driver's license.

**OTHER:** This is a full-time (exempt) position requiring regular evening and weekend work.

**HOW TO APPLY:** Submit a resume and cover letter to [employment@princetonsymphony.org](mailto:employment@princetonsymphony.org) with "Education" in the subject line. **Application deadline: November 26, 2021.** All applications will be treated as confidential. Electronic submissions only – no phone calls. Reference and background check will be completed during final interview process.

*The Princeton Symphony Orchestra ("PSO") is deeply committed to a thoughtful, honest, and ongoing self-examination of how we are applying principles of equity, diversity, and inclusion ("EDI") and antiracism within our organization. Individuals who bring diverse backgrounds and perspectives are encouraged to apply. It is our policy to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, status as a qualified individual with disabilities, or any other characteristics protected by federal, state, or local law. If you require any assistance or accommodations during the interview process, please include this information when submitting your application.*