

**Wichita Symphony Orchestra  
Coordinator of Education  
Part-time**

The Coordinator of Education will serve as a member of the Wichita Symphony Orchestra's education team. The Wichita Symphony Orchestra's education programs include the Youth Orchestras program that trains more than 220 fourth through twelfth grade students in three ensembles, Young People's Concerts presented twice a season for over 25,000 third through eighth grade students and their teachers, in-school Kinderconcerts for Kindergarten through second graders and 50 free music lesson scholarships to students from low income families. The Wichita Symphony administers a college level competition on behalf of the Naftzger Fund for Fine Arts. The Symphony also collaborates with Wichita State University to attract top graduate students to perform in the Orchestra while they earn their masters degree. For the Classics Concerts Daniel Hege presents Inside the Music on Thursday morning and Concert Talks before each concert.

The Coordinator of Education will work with the Wichita Symphony Orchestra's Director of Operations and Education and community partners to develop and manage activities that support program goals, overseeing activities such as acting as liaison to school partners and volunteer groups. The Coordinator will be part of the Wichita Symphony management team and work with colleagues to further the mission of the Wichita Symphony.

The Coordinator of Education will serve as the Youth Orchestras Manager. The Coordinator of Education reports to the Director of Operations and Education.

**Principal Duties and Responsibilities**

**Youth Orchestras program**

The Wichita Symphony Youth Orchestras Manager is the key personnel between Youth Orchestras staff, musicians, parents and WSO Director of Operations and Education.

- Maintain the Youth Orchestras personnel database; prepare mailings and print materials.
- Prepare email distribution lists to communicate with YO staff and students.
- With the WSO bookkeeper prepare invoices and ensure that all tuition and fees are collected.
- Will handle all Youth Orchestras personnel matters and records with the utmost discretion, maintaining strict confidentiality at all times, communicates personnel related information on a need-to-know professional basis as directed by Director of Operations and Education and WSYO Director .
- Attend all rehearsals, concerts, membership and seating auditions, Youth Talent Auditions and other events where the Youth Orchestras program is represented, such as but not limited to the WSO Family Holiday Concert and WSO Classics Concerts lobby programs.
- Become acquainted with instrumental music teachers in the area.
- Develop an alumni database that tracks post-secondary schools, majors and careers.

### **Young People's Concerts**

- Maintain the YPC database and other related databases.
- Collect and process registrations.
- With the WSO bookkeeper prepare invoices and ensure that all fees are collected.
- Following registration deadline prepare seating charts for each of the six concerts in November, and again in December for concerts in January and other materials as required for concerts.
- Prepare volunteer information.
- Attend each concert and assist volunteers with student groups and handle problems that come up.

### **Kinderconcerts**

- Assist WSO Director of Operations and Education with duties as assigned.

### **Music Scholarships**

- Assist WSO Director of Operations and Education with duties as assigned.
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### **Naftzger Young Artist Auditions (this will be paid separately from WSO)**

- Be available to serve as Registrar for the first round of the competition.
- Be available to assist WSO Director of Operations and Education at second round of the competition.
- Other duties as assigned.

### **Regular Work Hours:**

- Office, approximately three days a week, 15 hours
- Weekends (normally Saturday) for Youth Orchestras duties, 5 hours, mid-August to early March
- Non-Youth Orchestras weeks, in the office 20 hours

Other duties as assigned by senior management.

**Qualifications and Skill Set:**

- A music background and education experience is preferred.
- At least one year of work experience.
- Must be organized and detail oriented.
- Must demonstrate excellent planning and organizational skills including the ability to manage multiple concurrent projects and priorities; demonstrates consistent and thorough attention to detail; maintains accurate, logical, orderly and timely records, thinks creatively and is self-motivated.
- Excellent interpersonal and communication skills and the ability to communicate effectively both verbally and in writing. Must return communication in a timely manner.
- Willing to work in a supportive, professional manner as a flexible “team player” for the collective good of the organization and without regard to functional boundaries.
- Must have a commitment to providing the highest level of customer service to everyone he/she interacts with, not limited to students, WSO staff and teachers.
- Discretion and confidentiality: Handles all Wichita Symphony matters and records with the utmost discretion, maintaining strict confidentiality at all times, communicates information on a need-to-know professional basis as directed by WSO Director of Operations and Education.
- Proficient in Microsoft Word, Excel and Access, including mail merges and preparing reports.

**Benefits:**

Salary is commensurate with experience.

Free parking in the Century II underground garage during the WSO season.

Tickets for Wichita Symphony concerts, subject to availability.

**How to apply:**

Please send letter of interest and resume to:

Anne Marie Brown, Director of Operations and Education, Wichita Symphony Orchestra,  
225 W. Douglas, Suite 207, Wichita, KS 67202

[ambrown@wso.org](mailto:ambrown@wso.org)

**APPLICATION DEADLINE:** Monday, July 31, 2017