



Job Title: Education Coordinator

Organization: Lima Symphony Orchestra

The Education Coordinator is responsible for working collaboratively across departments to manage all aspects of education and community engagement initiatives including planning, administering, and evaluating programs that meet or exceed educational goals for the LSO and maximizing the visibility of the orchestra consistent with the LSO's image and long-range strategic objectives throughout our region. The Education Coordinator develops and conducts all regional Symphony Storytime programs (typically 16-20 per year), assists the Music Director in the planning and execution of Mornings with the Maestro events (typically 4-5 per year), creates an education packet for the annual Young People's Concert, and arranges in-school programs throughout the region (typically 2-4 per season). The Education Coordinator will also manage any additional outreach events in the community, such as drum circles or musician performances at community events, as appropriate.

Reports to Executive Director.

Specific Areas of Responsibility include:

- With the Executive Director and Development Director, determine location and number of educational outreach programs based on funding.
- Cultivate and maintain positive working relationships with school administrators and teachers, library personnel, other educators, and other educational institutions and organizations, staying abreast of accepted teaching practices and Ohio curriculum standards.
- Identify opportunities that connect the LSO with educators' needs, curriculum requirements, and potential funding sources. Assist the Development Director in securing program funding and the Executive Director in grant applications.
- Document, track, analyze, and report on program attendance and outcomes. Develop and implement tools to measure program effectiveness.
- Create and implement meaningful and engaging Symphony Storytime programs and assist the Music Director with Mornings with the Maestro programs, coordinating with the local libraries, Librarian and Personnel Manager.
- Develop an understanding of key constituents within the community: schools, nursing homes, churches, professional/trade associations, on-line list serves, chat rooms, blogs, forums, etc. Develop meaningful ways to engage those constituencies.

- Develop new ways to promote the LSO, manage efforts to reach out to the community to develop new audiences, and forge new strategic partnerships.
- Attend staff meetings and occasional staff retreats or planning days.
- Make every effort to attend LSO special events.
- Other responsibilities as reasonably requested by the Executive Director.

Successful candidate will be diplomatic, organized, creative, collaborative, results-oriented, and an excellent communicator. Must possess a strong belief in the value of the orchestra to the community and enjoy music. Must be able to manage multiple projects simultaneously and prioritize effectively.

Required Qualifications:

- Bachelor's degree or combination of education and equivalent experience
- Proficiency with Microsoft office, Adobe Acrobat, Microsoft Outlook
- Strong customer service orientation and demonstrated ability to work with diverse populations, including children
- Ability to work in a collaborative and team-oriented environment
- Ability to build collaborative relationships
- Knowledge of Classical Music or Education
- Reliable form of transportation

Location:

Symphony Office: 1028 W. Market St. Lima, OH 45805

*The candidate in this position will not be required to maintain regular office hours, however candidate will be responsible for attending and administering all educational and outreach programs throughout the region in person.

Position Type:

Part-time: 12 hours/week – hours may vary by week and will be determined by program scheduling. Outreach programs occur in the following counties: Allen, Auglaize, Hancock, Hardin, Mercer, Putnam, Van Wert

To Apply:

Submit cover letter and resume to: Elizabeth@limasymphony.com