

## **JOB DESCRIPTION**

**JOB TITLE:** Education Programs and Communications Manager  
**DEPARTMENT:** Artistic Operations  
**REPORTS TO:** Director of Education and Community Engagement

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### **POSITION SUMMARY:**

As a member of the Education and Community Engagement team, the Programs and Communications Manager plays a critical role in managing, implementing and evaluating Education and Community Engagement programs and events. This position will support the Director of Education and Community Engagement in program development and data management as well as logistics and event planning.

The successful candidate will possess exquisite attention to detail and an entrepreneurial ability to build relationships and foster programming that aligns with the ISO's mission and our community needs. Responsibilities include concert coordination, financial management, program development and logistics, and communication.

Collaboration is exceptionally important to the Education and Community Engagement team as is the ability to work independently.

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### **REPRESENTATIVE DUTIES AND RESPONSIBILITIES:**

- Assist in creating and managing current education programs as well as future programs: Teddy Bear Series, Discovery Series, Metropolitan Youth Orchestra, Symphony in Color, Young Musicians' Contest.
- Manage the program development process. Assist other parties responsible for program content and approval including the conductor, artistic staff, and guest artists.
- Provide support in logistical process of each program – this will include coordinating with Operations department, ushers, volunteers, musicians, and venues.
- Contribute to evaluation of previous programs and/or developing new programs proposals to implement.
- Cultivate and maintain relationships with educators across the state as well as other entities in our community that align with our goals (IAEYC and Indiana Orff-Schulwerk Association, for example).

- Assist in developing and implementing marketing strategies to maximize the attendance and revenue goals of the education programs.
- Assist as the administrator of online form vendor (Formstack) to manage creation and update online registration forms. Manage incoming registration data across variety of programs that use Formstack.
- Be knowledgeable about all Education and Community Engagement programs and maintain updated program information. Explain program details to potential customers and connect them with appropriate resources.
- Collaborate with the Development Team, as needed, in preparation of grant applications or reports.
- Represent the ISO and the Education and Community Engagement Department to staff, board members, musicians, teachers and community members in a professional manner.
- Provide any assistance to other Education and Community Engagement staff as needed.
- Perform other duties as assigned.

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## **MINIMUM REQUIREMENTS**

- Bachelor's or Graduate degree in Education or Performing Arts preferred.
  - Experience in classroom education or the management of arts education.
  - Ability to maintain a flexible schedule – requires occasional evening, weekend, and off-site work.
  - Knowledge of music/arts education and an understanding of the work of classroom educators. Ability to build relationships with local educators.
  - Passion for, and professional experience in, creating innovative and effective educational content.
  - Strong organizational skills with attention to detail and ability to anticipate tasks and communicate proactively.
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## **INTERPERSONAL CONTACTS:**

**INTERNAL:** Regular contact with ISO staff, musicians

**EXTERNAL:** Extensive personal contact with educators, community members, board members, program facilitators, partners and vendors.

**CONTENT OF CONFIDENTIAL INFORMATION:** Contractual information for teachers & artists, organizations and consultants

**SUPERVISION:** Oversee volunteers and program facilitators, as needed.

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## **OUR MISSION**

To inspire, entertain, educate and challenge through innovative programs and symphonic music performed at the highest artistic level.

## **OUR VALUES**

At the Indianapolis Symphony Orchestra, we are one team committed to achieving our mission through:

- Outstanding **performance** on and off the stage.
- Extraordinary **service** to both internal and external customers.
- A compassionate workplace built on **trust** and **mutual respect**.
- A culture of **flexibility** and **openness to change**.

*The Indianapolis Symphony Orchestra is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration without regard to race, color, religion, gender, national origin, age, disability, sexual orientation, veteran status or any other status protected by law.*

**Applications for this position should be sent to  
[jobs@indianapolissymphony.org](mailto:jobs@indianapolissymphony.org)**