



JOB DESCRIPTION

JOB TITLE: Director of Education and Community Engagement

DEPARTMENT: Artistic Operations

REPORTS TO: Vice President of Artistic Operations

POSITION SUMMARY:

The Director of Education & Community Engagement will harness the resources of the Indianapolis Symphony Orchestra to provide inspiring educational experiences that meet and align with community needs. As a member of the Artistic Operations Team, this role will oversee and drive the strategy and implementation of education and community engagement efforts of the ISO.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

- Provide staff leadership for the execution of ISO community engagement programs that may include project management, program theme and content development, scripting, event staffing, and other relevant strategic and administrative responsibilities.
- Oversee current community engagement programs including the Teddy Bear Series, Discovery Concerts, and Side by Side.
- Design, write, and implement the student study guide for Discovery Concerts
- Identify gaps in programming or new opportunities to support identified needs in the Greater Indianapolis Area and, where appropriate, statewide.
- Provide artistic and production input where appropriate. Work with the Director of Orchestra Operations, Associate Conductor, musicians, administrative staff, and volunteers to ensure that all parties are informed of the appropriate details/responsibilities regarding community engagement programs and events (set-ups, hall usage, house management, ticket issues, etc.).

- Produce or oversee in partnership with the Marketing & Communications Department, the production of all community engagement support materials including website and email content, brochures, program ads, and specific event content. Coordinate marketing and public relations efforts with the Marketing & Communications team.
- Plan and coordinate community partner groups for annual Symphony on the Circle event
- Supervise and support volunteers administering volunteer driven education and community engagement projects. Work with the volunteers of the Indianapolis Symphony Orchestra Association to collaborate on program, theme, marketing, and staffing alignment of various programs.
- Organize staff musicians to perform community engagement chamber music and school visits
- Provide frequent communications with a variety of audiences and partners, both written and spoken, formal and informal, to ensure they are informed and aware of existing and new opportunities.
- Prepare budgets and monitor expenses for all education and community engagement programs and activities.
- Coordinate with the Development team on reporting requirements for secured funding, applications for potential funding, building authentic donor relationships with community engagement programs, identification of specific funding needs, proper sponsor acknowledgments, and planning fundraising events.
- Proactively develop relationships with arts and cultural organizations, educational institutions, and corporations to keep a finger on the pulse of community needs.
- Seek opportunities to connect guest artists and conductors with community and youth programs.
- Oversee and provide collaborative support to the ISO's Metropolitan Youth Orchestra program.
- Advocate for and promote the role of music and the arts in local schools at all levels.
- Support and lead the education and community engagement team.

MINIMUM REQUIREMENTS:

- Basic understanding of musical concepts is desirable.
- Experience with community-driven collaborations.
- Demonstrated leadership with or commitment to diversity, equity, and inclusion efforts, which also includes “belonging” in the ISO’s ongoing internal process.
- Relevant professional leadership experience and/or formal education in community engagement, education, arts, or nonprofit management.

INTERPERSONAL CONTACTS:

INTERNAL: Administrative staff from all departments, musicians, and stagehands.

EXTERNAL: Board of Directors, donors, volunteers, civic leaders, artists and patrons.

CONTENT OF CONFIDENTIAL INFORMATION:

Information regarding internal and external events and people, community and corporate institutions, internal personnel salaries, and corporate financial information.

SPAN OF SUPERVISION:

Oversees the Education & Community Engagement Team up to four people.

OUR MISSION

The ISO inspires and unites our community through our music.

OUR VISION

The ISO sets new standards as a dynamic leader in the arts, serving our community by creating innovative, engaging, and accessible musical and educational experiences.

OUR VALUES

Inspiration: We strive to offer inspiring musical and educational experiences for everyone.

Unity: We believe that collaboration makes us stronger.

Integrity: We endeavor to instill a culture where everyone is treated with trust and respect.

Stewardship: We are entrusted with sustaining a treasured community resource and are committed to its success.

OUR DEIB VISION

We endeavor to model practices of diversity, inclusion, and equity in all that we do, including programming, people and culture, and community building. Through these practices, we will build a universal sense of belonging for all who connect with the ISO.

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.**