

EDUCATION ASSOCIATE
Santa Rosa Symphony Association
Job Description

DATE: July 16, 2010

COMPANY: Santa Rosa Symphony
JOB TITLE: Education Associate
Full time Salary / non-exempt

REPORTS TO: Director of Education

JOB LOCATION: Santa Rosa, CA (downtown)

BEGINS: August 2010

COMPENSATION: \$31,000 plus an excellent benefits package including Medical, Dental, 401K retirement fund, long term disability, parking and a generous paid time off policy. We are an equal opportunity employer.

JOB SUMMARY: The Education Associate is responsible for assisting with managing and maintaining various multi-faceted education department programs. The Education Associate has three main job responsibilities: coordinating 1 or 2 of the Youth Ensembles, managing registration, collections and data entry for the entire Education Department, and assisting in the implementation of the Music for Our Schools Program.

To Apply:

Submit a cover letter, resume and salary history to kpearson@santarosasympphony.com or mail to:

Attn: K. Pearson/Education
Santa Rosa Symphony Association
50 Santa Rosa Avenue, suite 410
Santa Rosa, Ca. 95404

Website: www.santarosasympphony.com

No phone calls please.

Deadline: August 1, 2010

QUALIFICATIONS:

- Bachelor's degree in music, education or arts administration preferred.
- Minimum two years work experience working with young people.
- Experience as a musician or teacher a plus.
- Must possess strong organizational skills.
- Ability to work independently and manage highly detailed tasks.
- Ability to work on multiple projects simultaneously and to reprioritize when needed.
- Strong experience with windows-based software, including Word, Excel and Publisher.
- Knowledge of databases a plus.
- Demonstrated ability to work as part of a team and with a wide range of people including school personnel, young musicians ages 5-23, professional musicians, volunteers, parents and co-workers.
- Excellent communication skills, sound judgment and professional presence.
- Must have a flexible schedule and be available to work weekends and evenings.
- Ability to lift 50 pounds. Valid CDL.

JOB DUTIES AND RESPONSIBILITIES:

YOUTH ENSEMBLE DUTIES

- Coordinate logistics for the Education Department rehearsals, concerts, recitals and special activities in conjunction with the Youth Ensembles Manager.
- Work efficiently with Orchestra Conductors and Youth Ensembles Manager.
- Make sure that all music equipment needs are met for every rehearsal and concert.
- Maintain records of student attendance. Enforce attendance policies.
- Prepare music for the ensembles and classes as needed.
- Maintain good communications between parents, students, conductors, coaches, Education Department staff, and various constituencies within the community.
- Assist with the management and implementation of fundraising activities and projects that benefit the four youth orchestras, such as the annual Golf Tournament.
- Assist with the preparation and fundraising for additional special projects, such as tours.
- Assist Youth Ensembles Manager with auditions including making individual appointments, advance notice/flyer to all music teachers, and collection of forms and notification of results.

MUSIC FOR OUR SCHOOLS DUTIES

- Assist with the implementation of the *It's Elementary* program at four schools including scheduling of performances, distribution of curricula and evaluation, and collecting program feedback from the schools.
- Responsible for preparing and processing all Free Concerts for Youth materials, including reservation forms, confirmation packets, and post concert evaluations.
- Assist in the production and distribution of various and multiple education department mailings.

REGISTRATION DUTIES

- Receive and collect all fees/tuition, handle deposits and maintain accurate records of student enrollment, fundraising and lesson scholarship accounts.
- Coordinate transactions with the needs of the Finance and Development Departments
- Assist with the preparation of programs, flyers, posters, newsletters, registration materials, etc.
- Assist in the maintenance, data entry, preparation, collection and tracking of statistics for all programs.
- Assist with the creation and maintenance of Education pages on Santa Rosa Symphony website.
- Assist in the production and distribution of various and multiple education department mailings.
- Field inquiries pertaining to all education programs and provide information referrals as necessary.
- Assist with daily duties such as answering phone calls, general information, filing, etc.

OTHER DUTIES

- Assist with the Summer Music Academy.
- Assist in the annual evaluation process and results for all orchestras and outreach programs.
- Assist in supervising volunteers associated with all programs.
- Assist with ad hoc projects as assigned.

WORK SCHEDULE:

Full-time: September to May: four weekdays 9am to 5 pm in downtown Santa Rosa Office plus one weekend day offsite. June to August: Monday-Friday, 9am-5pm at downtown Santa Rosa office and/or offsite. Job does involve some evening work.