



Education/Outreach Coordinator (Part Time)

Job Description:

Orchestra Miami is seeking a dynamic, motivated individual with a passion for serving the community through music to help Orchestra Miami successfully create and implement its education and outreach initiatives.

The Education/Outreach Coordinator for Orchestra Miami will focus on the following responsibilities:

1. Administering and overseeing the Orchestra Miami/Carnegie Hall Link Up program. These responsibilities include recruiting schools/teachers, serving as a liaison between Orchestra Miami, Carnegie Hall and the Miami-Dade County Public Schools, setting up and administering the Professional Development workshop for teachers, collecting and reporting data.
2. Planning and overseeing Free Family Concerts. These responsibilities include booking venues, overseeing the shows, collecting data from the audience
3. Planning, creating, overseeing and/or assisting with Orchestra Miami's outreach events
4. Creating study materials/parent guides for Orchestra Miami's Family Fun series
5. Representing Orchestra Miami at Education related events
6. Developing new opportunities for education/outreach within budgetary parameters

The Education/Outreach Coordinator will work closely with the Artistic Director (Elaine Rinaldi) to ensure that the artistic goals of the education and outreach programs and well-planned and accomplished.

Orchestra Miami currently has a small staff, comprised of a Manager of Social Media and Events (position open, a Manager of PR & Design, the Artistic Director and an Executive Director. Orchestra Miami's current annual budget is between \$450-\$500,000 per season.

Job Requirements:

Education and Experience

- A Bachelor's degree in a related field (music, education, management)
- Familiarity with education standards for Miami-Dade County Public Schools
- Knowledge and understanding of the Miami community and nonprofit landscape



Skills

- Google Suite (proficiency in Google Docs, Sheets, Forms and Drive)
- Windows Suite (proficiency with Word, Excel, Powerpoint)
- Adobe Acrobat and Adobe Sign

Qualities

- Excellent organizational and communication skills (both oral and written)
- Strong interpersonal skills. Ability to connect and engage individuals from all backgrounds
- Must be able to meet time sensitive deadlines and work on multiple projects simultaneously
- Communicate effectively and respectfully with members of the team
- Passionate about music
- Ability to think outside of the box and resolve problems creatively
- Ability to work closely and in conjunction with the Artistic Director

Salary: This is a part-time position with flexible hours. During the season, there will be more hours than off-season. Salary can be a flat monthly rate or per hour, with a maximum of \$19,500 per year. The Education/Outreach Coordinator position is an independent contractor position, with the person hired being responsible for their own taxes.

Interested applicants should send a cover letter and resume to Orchestra Miami's Founder & Artistic Director, Elaine Rinaldi at erinaldi@orchestramiami.org. The position is open until filled; seeking someone who can start in the near future.

About Orchestra Miami

Founded in 2006 by Artistic Director Elaine Rinaldi, **Orchestra Miami** is celebrating 16 years of bringing affordable concerts of quality symphonic music to all people in Miami-Dade County. Orchestra Miami's mission is to provide people with opportunities to experience art, build community and educate through music. Orchestra Miami's signature programs include its "Beethoven on the Beach" free outdoor concerts, its "Discover Miami Through Music" series, its many collaborations with the Miami Dade County Public Schools and its Family Fun Concert Series. Orchestra Miami consists of a select group of professional musicians, all permanent residents of South Florida, whose collective body is unparalleled in terms of excellence and experience. Led by Founder and Artistic Director Elaine Rinaldi, Orchestra Miami continues to exceed expectations in terms of programming and artistic quality.