



JOB DESCRIPTION

Training Ensembles Recruitment and Communications Coordinator

The Organization

The Detroit Symphony Orchestra is known internationally for trailblazing performances, collaborations with the world's foremost musical artists, and a deep commitment to serving our community. Making its home in historic Orchestra Hall at the Max M. and Marjorie S. Fisher Music Center, the DSO actively pursues its vision to be an inclusive and culturally relevant community where all people can experience their world through music. The DSO is a complex organization. Operating 365 days per year, we are a performing arts institution, an educational facility, and a community center. We are governed by an independent Board of Directors and employ both union and non-union employees as musicians, stage crew, and administrative staff. Creating a unified culture throughout the institution is an organizational imperative. The DSO offers a unique working environment and an excellent compensation package. The Detroit Symphony Orchestra is an Equal Opportunity Employer.

Position Summary

The Training Ensembles Recruitment and Communications Coordinator is a pivotal member of the Community & Learning team at the DSO. Reporting to the Director of Education, the Training Ensembles Recruitment and Communications Coordinator works directly with students, families, teaching faculty, administrative staff, orchestra musicians, and community partners to implement music education and enrichment programs of the highest quality. These programs include the training ensembles of the Wu Family Academy, and community-based partnerships.

Specific Duties and Responsibilities

- Work closely with the Director of Education, Training Ensembles Operations Coordinator, Training Ensembles Student Development Coordinator and other Community and Learning staff.
- Manage and create effective communication strategies for all Training Ensemble Programs, recruit and enroll students in the Civic Youth Ensembles and Detroit Community Ensembles, which includes social media, Website, E-mail, and General CYE Inbox/Phone).
- Promote and market all Training Ensemble Performances and Events.
- Actively work towards ensuring that all training ensembles are diverse, accessible, and inclusive.
- Develop communication tools, such as newsletters and reports, and respond to requests for information from both internal and external sources.
- Work with DSO designer to create concert programs for all performances.
- Work as Manager on Duty for rehearsals and concerts.
- Ensure a positive customer experience for all constituents by developing appropriate relationships with students, parents, and faculty.
- Conduct, tabulate and evaluate student, parent and faculty surveys throughout the season.
- Collaborate with Communications and Audience Development Department to streamline communication efforts as well as promote Training Ensemble programs and events.
- Manage, engage and nurture relationships with CYE alumni.
- Work closely with Advancement to support donor engagement through targeted communications, inclusion in Training Ensemble events, etc.

- Performs other duties as assigned.

Required Position Qualifications

- Strong organization, communication, and problem-solving skills.
- Ability to work in a fast-paced, deadline-driven environment.
- Some experience and knowledge in copywriting, proofreading and editing with excellent written communication skills.
- Strong interpersonal skills to work with a wide variety of stakeholders, including musicians, staff, students, families, community members, and leaders in the field.
- Able to work Saturdays and other non-traditional working hours.
- Familiarity with classical music and/or jazz.
- Ability to operate in a PC network environment and proficiency with all Microsoft Office programs and Google online apps.

Preferred Position Qualifications

- Proficiency in Spanish, Arabic or other language common in metro Detroit
- Professional experience (including internships) in arts administration, communications, music education, or youth development.

Personal Attributes and Competencies

- A self-starter with entrepreneurial spirit who can think strategically and with imagination.
- Passionate about improving people's lives through music.
- Commitment to fostering a positive work environment.
- Action-oriented and decisive with proven ability to accurately analyze information and act.
- A positive attitude and the ability to provide superior customer service.
- Sensitive to the needs of individuals and utilizes strong interpersonal skills to pursue the best outcomes in all relationships.
- Responds to challenges with integrity, and patience.
- Strategist that is motivated by deadlines and measurable outcomes.

Primary Reporting Responsibility: Director of Education

Works closely with: Community & Learning, Communications, Artistic Operations, Advancement, Stage Crew, Audience Development, and community partners

Qualified candidates should submit resume and letter to jobs@dso.org