EDUCATION AND COMMUNITY ENGAGEMENT ASSOCIATE

POSITION DESCRIPTION
The Education and Community Engagement Associate supports robust offerings of schools, family, and community engagement programs of the Department of Education and Community Engagement, while also supporting other education programs of the Department. Programs are offered in-person and online to students in grades K-12 in the tri-state area and nationally. The position reports to the Director of Education and Community Engagement, works with the Education and Family Programs Manager, and supports the following areas:

SCHOOL AND FAMILY PROGRAMS
- Manage event registration and competition applications
- Prepare and manage distribution of educator and family resources, including visual narratives and teacher guides
- Schedule in-class teaching artist visits and concerts and process payments
- Schedule and oversee coaching sessions and process payments
- Manage and track payments from schools for paid programs as needed
- Work with Production Manager and Education and Family Programs Manager on artist, student, and front-of-house logistics and/or concert production on-site and off-site on department-related event days as needed

COMMUNITY ENGAGEMENT PROGRAMS
- Manage coaching sessions and related events and process payments
- Manage registrations for accessibility-related events
- Assist with identifying new community engagement partners

BOWERS PROGRAM
- Oversee online submission logistics and track completion of submissions
- Prepare materials for adjudication at tape and live audition rounds

GENERAL SUPPORT
- Manage education print and online material archive
- Manage marketing-related needs including school mailing lists and print and digital materials
- Manage schools and community engagement calendars
- Manage artist and guest hospitality for departmental events
- Related duties as assigned by the Director of Education and Community Engagement
REQUIRED FOR THE POSITION

• 3+ years of relevant working experience working with schools and community engagement programs (especially at elementary and middle-school levels) either at education institutions or performing arts organizations
• Proficiency in Microsoft Office 365 (including Word, Excel, and Sharepoint), Dropbox, and Jumpshare
• Knowledge of classical chamber music repertoire
• Ability to read music
• Availability to work extended hours, including early mornings, evenings, and weekends

DESIREABLE BUT NOT REQUIRED

• Some concert production experience
• Spanish-language proficiency

KEY INTERACTIONS & WORKING CONDITIONS

The Education and Community Engagement Associate reports to the Director of Education and Community Engagement. This position will regularly interact with all members of the Education, Marketing & Communications, Development, Artistic, and Administration teams, and school and community engagement partners.

The person in this position must be able to remain in a stationary position a majority of the time, occasionally move about inside the office to access file cabinets, office machinery, etc. This person will operate a computer and other office productivity machinery, such as two-way radios, phone, fax, postage machines, copy machine, and computer printer.

This is an in-office position, working from the Lincoln Center campus. Proof of COVID-19 vaccine required.

COMPENSATION & BENEFITS

This is a full-time position, with a salary range of $58,000 to $61,000.

CMS offers competitive compensation that includes an excellent health insurance plan, dental and vision benefits, vacation, paid time off.
HOW TO APPLY

Please submit a resume and cover letter to jobs@chambermusicsociety.org with "Education and Community Engagement Associate" in the subject line. Please, no phone calls. We look forward to hearing from you!

The Chamber Music Society of Lincoln Center is an Equal Opportunity Employer and values diversity in its workforce.