

EDUCATION AND COMMUNITY ENGAGEMENT PROGRAM MANAGER

DESCRIPTION

The Education and Community Engagement Program Manager leads and manages a diverse array of educational and community outreach programs within the Department of Education and Community Engagement. This role ensures the delivery of high-quality, in-person programs for students in grades K-12, both locally in the tri-state area and nationally. Additionally, the Program Manager oversees the teaching artist training program and the school-based competitions for emerging artists in grades 6-12. Reporting to the Director of Education and Community Engagement, the Program Manager collaborates closely with the Education and Family Program Manager, and supports the following areas:

SCHOOL AND EDUCATION PROGRAMS

(Programs including the Young Musicians/Ensembles Concerts, Chamber Music Beginnings, Open Rehearsals)

- Cultivate and nurture relationships with schools, serving as the primary point of contact to understand their needs and challenges.
- Manage program recruitment, event registration, and audition applications.
- Prepare and oversee the distribution of educator and family resources.
- Manage in-school teaching artist visits, coaching sessions, and concerts, and process payments.
- Administer the development of materials for the Teaching Artist Training.
- Collaborate with the Education and Family Program Manager to support artist, student, and front-of-house coordination and/or concert production on-site and off-site on department-related event days, as needed.

COMMUNITY ENGAGEMENT PROGRAMS

- Support the execution of partnership agreements with community-based organizations including mentor and coaching sessions, workshops, performances, and related events, and process payments throughout the year.
- Facilitate marketing and promotion-related tasks, including managing school mailing lists and creating print and digital material and e-blast copy, to ensure regular communication about CMS events and opportunities.
- Oversee the Instrument Petting Zoo, including teaching artist coordination.
- Administer department complimentary ticket requests.

GENERAL SUPPORT

- Coordinate artist and guest hospitality for departmental events, as needed.
- Maintain department equipment and instruments (petting zoo instruments and relaxed performance and family program equipment).
- Perform related duties as assigned by the Director of Education and Community Engagement.

REQUIRED FOR THE POSITION

- 3-5 years of relevant working experience 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.
- Knowledge of classical chamber music repertoire.
- Ability to read music.
- Availability to work extended hours, including early mornings, evenings, and weekends.

DESIRABLE BUT NOT REQUIRED

- Some concert production experience
- Spanish-language proficiency
- Proficiency in Airtable

KEY INTERACTIONS & WORKING CONDITIONS

- The Education and Community Engagement Program Manager 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 partners.
- The person in this position must be able to remain stationary most of the time, occasionally inside the office to access filing 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, with an option for one weekly remote day.

COMPENSATION & BENEFITS

This is a full-time position, with an annual salary of \$63,000.

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

HOW TO APPLY

Please send a cover letter and resume in a single PDF to [**jobs@chambermusicsociety.org**](mailto:jobs@chambermusicsociety.org) with "Education and Community Engagement Manager" in the subject line.

No phone calls, please.

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