



Assistant Director, Education & Community Engagement

Reporting to the Director of Education & Community Engagement

Location: New York, NY (on-site)

Hours: Full-time, Exempt

About Chamber Music Society of Lincoln Center

The Chamber Music Society of Lincoln Center (CMS) is a world-renowned organization dedicated to the performance and promotion of chamber music. Located in the heart of New York City, CMS presents an annual series of concerts, educational programs, and community engagement initiatives, bringing the transformative power of chamber music to diverse audiences.

Position Overview

The Assistant Director of Education & Community Engagement leads program management and production for CMS's family and adult education programs, cultivates partnerships with academic institutions, and represents the department externally alongside the Director. Reporting to the Director of Education & Community Engagement, the Assistant Director ensures high-quality program delivery and helps build CMS's standing as a partner to schools, colleges, and community organizations across New York City.

Responsibilities

Family Programs

- Oversee project management and production for *CMS Kids* and *Meet the Music!*, including timelines, communication, casting, venue coordination, technical needs, rehearsals, and on-site execution.
- Manage outsourced script development for *CMS Kids*, coordinating with contracted writers and consultants to ensure content meets CMS's artistic, educational and access standards.
- Lead the development of visual and digital assets for family program productions, including on-screen slideshows and other digital elements, both through outsourced designers and hands-on development, to shape the overall audience experience at these events.

Adult Programs

- Oversee project management and production for *Master Classes*, *Inside Chamber Music*, and *Lincoln Center Moments*, including timelines, communication, casting, venue coordination, technical needs, rehearsals, and on-site execution.
- Execute recruitment, event registration, and audition processes for Master Classes.

Community Engagement Programs

- Support production and on-site logistics for the *Community Concert Series*, in partnership with the Director.
- Cultivate and strengthen relationships with established community organization and campus partners such as Lincoln Center Access, Opportunity Music Project, Noel Pointer Foundation, Midori & Friends, New York Edge and Project Open.

Internal Support & External Representation

- Steward and deepen partnerships with universities, colleges, and conservatories to support educational initiatives and expand CMS's community reach.
- Represent the Chamber Music Society of Lincoln Center at programs and events as needed, ensuring continuity of relationship and maintaining high standards of stakeholder communication.

Required Qualifications

- 5+ years of experience in arts administration, education program management, or performing arts production.
- Strong project management skills, with the ability to lead multiple programs simultaneously.
- Knowledge of classical music and chamber music repertoire and ability to read music.
- Experience building and sustaining institutional partnerships.
- Availability to work extended hours, including early mornings, evenings, and weekends.

Desirable Qualifications

- Familiarity with basic production elements (AV setup, stage logistics, backstage coordination, and event execution).
- Spanish-language proficiency.
- Proficiency in Airtable, ArtsVision, Adobe Creative Suite, Microsoft O365 Suite.

Key Interactions & Working Conditions

- The person in this position must be able to remain stationary most of the time, with occasional movement to set up and break down equipment, access storage, and operate machinery. The role involves lifting materials for touring, including instruments and production gear, and using ladders for storage or equipment adjustments.
- This person will operate a computer and other office productivity equipment, such as two-way radios, phone, and copy machine.
- This position works primarily as an in-office position, based on the Lincoln Center campus, with regular travel throughout the tristate area for community partnerships and off-site programs.

Compensation & Benefits

- This is a full-time exempt position working in-person at the Lincoln Center campus with a starting annual salary of \$75,000. 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

No calls please.

The Chamber Music Society is an equal opportunity employer.