

Community Engagement & Education Specialist

Full Time/Exempt

General Summary

This position will manage, coordinate, and communicate all the logistical details for community and education programs. While working closely with the Director of Community Engagement, the Community Engagement & Education Specialist will schedule ensembles, update calendars, create memorandums, collect data for grant reporting, and prepare materials for Family Concerts as well as other educational events.

Principal Duties and Responsibilities

- Meet weekly and as needed with Director of Community Engagement
- Attend Operations team meetings for weekly updates
- Create, update or manage online ensemble registration forms for public use (elementary education program, preschool education program, & nursing homes)
- Schedule and input ensembles performances into scheduling software
- Manage ensemble performances in Microsoft Outlook calendar
- Create, update, and email ensemble survey forms to schools within 5 days of Fort Wayne Philharmonic ensemble performances.
- Manage Young People's Concert registration data and online registration forms
- Develop materials for concerts and special educational events
- Act as Philharmonic representative when participating in arts and education related community fairs
- Collaborate with Marketing team on the content, graphic and printing process for Family Series and other education needs- including invitations, rsvp cards, program books, insert, posters, etc.
- Collaborate with Marketing team about all social media posts involving educational events and content
- Create advanced sheet and logistical plans for Family Concerts, Youth Orchestras Concerts, and the Club O Concert
- Other duties as assigned.

Reporting Relationships:

- Reports to the Director of Community Engagement
- Works closely with the Community Engagement & Education team in the collection and distribution of the produced content.

Knowledge, Skills and Experience Required:

- Data entry experience.
- Microsoft Office experience - specifically in spreadsheet applications, word processing and PowerPoint creation.
- Online survey software experience.
- Strong attention to detail, organizational skills, and ability to manage multiple projects and deadlines simultaneously.
- Excellent written and verbal communication skills.
- Understanding and appreciation of music.
- Team player

Compensation:

Commensurate with experience.

Fort Wayne Philharmonic:

Now in its 80th season, the Fort Wayne Philharmonic is one of the most exciting performing arts organizations in Indiana. The Philharmonic's mission is to inspire and foster a lifelong love of classical music through performance and education. Led by Music Director Andrew Constantine, the Philharmonic performances reach more than 200,000 people every season at the majestic Embassy Theatre, the Auer Concert Hall, and at various venues throughout the community, including schools, nursing homes, community centers, and churches. The Fort Wayne Philharmonic is truly an orchestra of the future, with bold plans to reach deeply into the fabric of the community with exciting, entertaining and meaningful offerings. The Philharmonic reaches more than 39,000 young people and families through its extensive education and community engagement programs, including Ensembles in the Schools, Young People's Concerts, and Club Orchestra - a novel El Sistema modeled collaborative program with 3 Fort Wayne Community Schools - inspiring and motivating young citizens of the future. Regional touring, donor cultivation, and board activities round out a busy performance schedule for the orchestra.

Application Deadline:

Open until filled.

Application Procedure:

Send cover letter and resume to:

Brian Heintz

Director of Employee Relations and Inclusion

4901 Fuller Drive, Fort Wayne, IN 46835.

bheintz@fwphil.org

Be sure to include the reason why you would be best suited for this role, your availability, and related experience.

No phone inquiries, please.