



Education and Community Engagement Coordinator

Position Summary:

A newly established position, The COT's Education and Community Engagement Coordinator is to develop, manage, and oversee creative and comprehensive educational programs for music lovers of all ages. Focusing solely on Durham and Orange Counties, The COT endeavors to become integral to the cultural life of these communities. Whether it is establishing strong partnerships with the School Districts or creating meaningful relationships with individual patrons, the Education and Community Engagement Coordinator will be facilitating paths to lifelong musical enjoyment. This is a senior level position that will report to the Executive Director. If you are passionate about classical music, and about developing and educating new arts audiences, we want to hear from you.

Responsibilities

Programming:

- Plan, implement, and assess all aspects of the COT's education and community engagement programs, including but not limited to school presentations, coachings, and residencies, Discovery Concerts, guest artist master classes, and retirement community concerts
- Work with the Executive and Artistic Directors, and Board of Directors in establishing appropriate education and outreach goals for the COT
- Develop creative programs and plans for achieving those goals together with the Executive and Artistic Directors
- Collaborate with schools' faculty and other partners to develop all material used in teacher training, musician training, and student preparation for education programs
- Identify relevant and new educational trends necessary to programmatic success

Budgeting and Funding:

- Develop budgets for each program, monitoring the progress of each
- Collaborate with the Executive Director to develop funding proposals and reports for new and ongoing Education and Community Engagement programming
- Work with the Marketing Director and relevant staff on marketing plans, collateral materials and related functions

General Administration and Leadership:

- Manage participant analysis, evaluation, disability access needs, and paperwork
- Direct the involvement of COT musicians within required deadlines and according to protocol
- Contract and oversee the work of all relevant outside contractors



- Cultivate and maintain professional relationships with the local school district, community colleges, and other education/civic institutions. Act as the primary spokesperson for The COT in education matters.
- Lead meetings of The COT's Education and Community Engagement Committee
- Train, manage, and evaluate the performance of all interns and volunteers helping with Educational and Community Engagement activities.

Qualifications/Personal Characteristics:

- Bachelor's degree in music and/or education
- 2+ years of experience in the non-profit arts or education fields
- Broad knowledge of educational trends and methods
- Excellent written and verbal communication and persuasion skills, with ability to present effectively internally and externally to colleagues, in addition to patrons, school administrators and teachers, donors, and volunteers
- Strong organizational and strategic planning skills
- Possessing strong interpersonal skills, and the ability to connect with music enthusiasts of any age
- Creative, autonomous, and possessing a strong attention to detail especially when planning, organizing, and implementing events and maintaining records
- Excellent data, tech, and financial management skills
- Passion for classical music
- Proficient with social media platforms and Google Workspace

Status:

Full-time, exempt with flexible work schedule

Hiring Range:

\$46,000 - \$50,000/year + 50% healthcare

Hours:

In office Monday - Thursday (9am-5pm) + activities as necessary

Note:

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

Equal Opportunity Employer Statement:

The Chamber Orchestra of the Triangle is an equal opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to age, color, disability, gender, gender expression, gender identity, genetic information, race, national origin, religion, sex, sexual orientation, status as a protected veteran or any other identities protected by law.



Application Procedure:

- Email resume, cover letter, and three references to info@thecot.org by **Friday, January 6, 2023**
- Please begin your subject line with the words “EDUCATION COORDINATOR SEARCH.”

About The COT:

The Chamber Orchestra of the Triangle is a professional orchestral ensemble of 30+ musicians, whose foremost objective is to present performances of extraordinary quality, including works rarely performed. A core goal of the orchestra is to create performance and educational opportunities for some of the nation's most talented emerging musicians.

The COT's 2022-23 Season will consist of an eleven concert subscription season made up of seven orchestral concerts and four chamber music concerts presented by the COT's string quartet in residence, the Verona Quartet. The COT also serves as the pit orchestra for Carolina Ballet. As a longstanding cultural institution in an area that is experiencing rapid growth, the COT has embarked on an ambitious community programming project that reflects and responds to Durham's dynamic social landscape.