



santa barbara  
**symphony**

**Nir Kabaretti**, MUSIC AND ARTISTIC DIRECTOR  
**Gisèle Ben-Dor**, CONDUCTOR LAUREATE

**Education Associate**  
**11/1/2017**

The Santa Barbara Symphony is seeking to hire a full-time Education Associate.

Summary of Duties and Responsibilities:

Works with the Director of Artistic Administration and Education to prepare materials and correspondence for all education activities and programs put on by the Santa Barbara Symphony Music Education Center. Assists the Education Manager with correspondence to students and families that participate in a variety of programs. Communicates with school district personnel to set up logistics for in school and afterschool activities. In addition manages all Junior Ensemble and Youth rehearsals and concerts, takes attendance, and communicates with students, parents, and conductors.

Requirements:

- 1-2 years of experience at a nonprofit or performing arts organization
- Excellent written and verbal communication skills and attention to detail
- Must be confident working with the public and have a friendly demeanor
- Must be organized, able to multitask, and be flexible with priorities
- Must be proficient at reading music.
- Proficient with Microsoft Word, Excel, Outlook, PowerPoint and Google Docs and Calendar
- This position requires working Sunday through Thursday and some evening hours when necessary
- Must have transportation to travel between schools and pick up equipment and instruments

Preferred:

- Tessitura database experience
- Some social media experience
- Classical music background
- Some knowledge of school districts of Santa Barbara County

Competitive compensation is commensurate with experience and qualifications, along with a generous benefits package. Visit [www.thesymphony.org](http://www.thesymphony.org) for more information.

To apply, please submit a cover letter and resume to [jobs@thesymphony.org](mailto:jobs@thesymphony.org) no later than **November 19, 2017** describing your interest, qualifications, and experience. Electronic submissions are preferred. No phone calls please.