



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

DIRECTOR OF EDUCATION & COMMUNITY ENGAGEMENT

1/9/2018

Position Summary

This position provides the oversight and administration of all Music Education Center, including Music Van, Concerts for Young People, Elementary School Programming, Junior Ensemble, and Youth Symphony. In addition to administration, this position is responsible for all activities including the management of budget, committees, seeking funding opportunities and marketing for the Education Programs. He/she will also work with the Executive Director in setting goals, long range planning, and the budget process. This individual will collaborate with local arts and music organizations, schools, performers, and facilities to enhance the Santa Barbara Symphony's standing in the community as a leader in music education.

Key Responsibilities

- **Program Oversight**
 - Oversight and coordination of all Music Education Center programs, activities, concerts, timelines, budgets, financials, grants, committees, library, marketing, contracts, hiring and supervising instructors and mentors; supervise volunteer
 - Additional oversight of community engagement, Music Van, and the design and implementation of Concerts for Young People
 - Administer Music Education Center policies, contracts, auditions and scholarship awards
- **Fundraising**
 - Work with the Development department in meeting with donors and foundations
 - Work with the Development and Marketing Department in the creation and execution of fundraising activities and marketing materials
- **Long-term Planning and Community Leadership**
 - Work with the Executive Director regarding strategic planning, fulfilling and meeting the education program goals, long range planning and budget projections
 - Work with community members and school district personnel to determine effective long term collaborations that utilize financial resources effectively

- Recruit and maintain relationships with volunteers supporting the education programs

Qualifications

- Bachelor's Degree or higher
- Previous manager or executive level experience in music or a related field
- Knowledge and background in classical music
- Ability to manage multiple projects simultaneously
- Excellent writing and communication skills
- Experience working with youth, young children and families
- Experience with preparation and execution of budgets
- Proficient in Microsoft Word, Excel, Outlook, and PowerPoint
- This individual will have a natural leadership ability with high-level people skills and the ability to think quickly and creatively to solve a problem.
- Ability to interface with other arts organizations, foundations, and grant institutions
- Knowledge of the Santa Barbara County music and arts programs is a plus

To Apply

Please send cover letter and resume by January 30, 2018 to jobs@thesymphony.org.