

Helena Symphony

ALLAN R. SCOTT | MUSIC DIRECTOR

The mission of the Helena Symphony is to engage, enrich, transform, and inspire lives through music.

The Symphony's relevance to the community is reflected in the core values: artistic excellence, community engagement, education, inclusivity, financial stability, and organizational viability.

Job Announcement

EDUCATION COORDINATOR

The Helena Symphony seeks a highly motivated, creative person who is committed to the Symphony's mission and vision to serve as the Education Coordinator in a newly expanded position. The position allows for expanding and new creative initiatives created by the Education Coordinator. The ideal candidate has experience in arts education and / or music education, particularly for youth. As a member of the artistic administration, the Education Coordinator oversees, plans, coordinates the Education Concerts and outreach efforts of the Helena Symphony, including Symphony Kids concerts, Youth Concert, school visits, open rehearsals, and other initiatives with the artistic and artistic administrative staffs. The Education Coordinator develops and maintains ongoing, strong working relationships with school districts, music educator associations, private music teachers, and other community organizations in the region.

SPECIFIC DUTIES

- * Work with the Music Director and Assistant Conductors in establishing education initiatives and goals, including repertoire, programs, and schedules of Symphony Kids and Youth Concerts
- * Oversee and plan, with the Director of Artistic Planning and artistic administrative staff, all logistics related to Education Concerts, including any needed actors, narrators, staging, set pieces, digital media, rehearsal strategies, and other technical elements
- * Create or secure any needed scripts for Symphony Kids and Youth Concerts
- * Create children's activity books, teacher guides, and similar support materials where appropriate and manage distribution to schools, audiences, and partners
- * Work with the Director of Development & Communications to coordinate with school districts and education organizations to secure support and partnerships
- * Work with the Director of Patron Services to plan for school audiences for education concerts and general public for any open rehearsals
- * Develop initiatives that encourage people of all ages to learn about symphonic music
- * Work with the staff to enhance the Pre-Concert Crash Course talks with the Music Director and guest artists
- * Represent the Helena Symphony by maintaining relationships with school districts, music educators, and other community organizations and institutions that allow for educational opportunities
- * Maintain knowledge of current national trends of music education and curriculum for all ages
- * Document education goals, relevant impact narratives, and outcomes for the Director of Development & Communications to submit for grants and other funding sources
- * Attend Helena Symphony events regularly, including Masterworks Concerts, Non-Series Concerts, Education Concerts, special events, etc.
- * Attend staff meetings
- * Other duties as assigned

REQUIREMENTS

- * Bachelor's degree and / or experience in the field of music education, arts education, or community outreach
- * Self-motivated, detailed oriented and highly organized, with the ability to balance multiple tasks successfully
- * Excellent verbal, written, presentation, communication skills
- * Experience interacting with groups of adults and children
- * Strategic thinker with excellent planning and management skills
- * Ability to work independently and with teams of people
- * Highest integrity and ethical standards
- * Capacity to learn and adapt to change
- * Working knowledge of symphonic repertoire and composers

- * Ability to read music and orchestral parts
- * Develop and maintain a commitment to excellence, creativity, teamwork, and mutual respect
- * Appreciation for classical music, and understanding of its value in the community
- * Excellent computer skills
- * Experience and thorough knowledge of Microsoft Office as well as task management applications
- * Understands and supports the mission, goals, structure, and artistic vision of the Helena Symphony
- * Ability to handle the physical demands commensurate with an active position and concert schedule, including lifting up to 40 lbs.

COMPENSATION & HOW TO APPLY

This is a non-exempt part-time position that works a flexible 10-12 hours per week (occasional weekends and evenings), mostly in the Symphony offices. This position may develop into full-time depending on the amount and success of the work, and funding for the position. The Education Coordinator reports directly to the Director of Artistic Planning and the Music Director.

Compensation for this position is \$12,000 per year. Health Insurance with options of vision and dental plan may be offered should the position grow to more than 20 hours a week. The position includes a flexible work week, personal time off, paid holidays, bonus paid time off, and weekly wellness leave.

Please submit a detailed resume and letter of interest to Rehanna Olson, Director of Artistic Planning, at artisticplanning@helenasympphony.org. Candidates selected will interview with search committee and the Music Director. Applications will be considered until the position is filled; however, applications received before 30 September 2021 will be given priority. The starting time of the position is flexible.

ABOUT THE HELENA SYMPHONY & HELENA, MT

Founded in 1955, the Helena Symphony maintains an operating budget of over \$1 million annually with healthy financial reserves. Led by internationally noted American conductor, Music Director Allan R. Scott, the 78-member Helena Symphony Orchestra works under a master agreement and is one of the highest paid orchestras in Montana. The 110-member Helena Symphony Chorale is the most active chorus in the state. The Helena Symphony Orchestra & Chorale performs 17-21 performances each Season (July to June), including a Masterworks Concert Series, Non-Series Concerts, Education Concerts, Benefit Concert. Highlights include a Symphony Under the Stars for over 16,000 people, Mozart By Candlelight, Christmas in the Cathedral, and world-renowned guest artists.

In addition to a diverse Board of Directors of up to 31 members, the Helena Symphony maintains a 16-member full-time and part-time staff, with offices on the popular Walking Mall in downtown Helena. The Symphony's performance home is the Helena Civic Center, the largest concert hall in Montana (in addition to other performance venues such as the historic Cathedral of Saint Helena). Over 1,700 people attend subscription concerts regularly with the average audience age 48-52; more than 300 families attend Symphony Kids concerts, and over 2,000 students from a 75 mile radius attend the Youth Concert. More than 16,000 people from around the country attend the annual Symphony Under the Stars at Carroll College.

Helena, Montana continues to be ranked "the number one small arts community in the United States" by several national magazines. In addition to the Helena Symphony Orchestra & Chorale, Helena has an active performing and fine arts community, including Grandstreet Theatre, Archie Bray Foundation for Ceramic Arts, Holter Museum of Art, Queen City Ballet Company, and several other galleries, museums, and performing arts organizations. As the capital city, Helena became the "Queen of the Rockies" with the boom brought on by the 1864 gold strike. Today the state is recognized for its grand architecture, vibrant arts community, noted restaurants and numerous microbreweries, and historic sites, including the Mansion District and the Montana State Capitol. In addition to having some of the most active hiking trails and mountain biking trails within the city per capita Helena is a go-to destination for fly-fishing, boating, and downtown shopping. The City is within driving distance of two of America's most breathtaking National Parks: Yellowstone and Glacier. Helena currently has about 35,000 residents in the city itself and a total of about 68,000 in Lewis & Clark County.