EDUCATION & OPERATIONS COORDINATOR

Working under the leadership of the Director of Artistic Operations in a fast-paced environment, the Operations & Education Coordinator will aid in a wide range of administrative, clerical, and operational/programmatic duties. The position is full-time.

The ideal candidate has a deep love and understanding of orchestral music, a college degree, and at least two years of experience in administrative/artistic (and/or event) support. Experience in operations and customer service are also valued. Measurable expertise with Microsoft Office software; excellent verbal, written, and electronic communications skills; and a willingness to work collaboratively across multiple departments are essential. Must be a team player. Experience with event coordination is preferred. Non-profit experience is a plus.

Summary:

The Education & Operations Coordinator will be the point person for many of the Orchestra's education engagements by planning and tracking the numerous details of Orff concerts, Tunes & Tales, and other educational outreach in collaboration with the Orchestra Personnel Manager and ensuring that all education activities remain in compliance with the Collective Bargaining Agreement (CBA). Other duties include soloist hospitality and working with PowerPoint presentations during rehearsals and performances. The Coordinator will also provide administrative assistance in the office in preparation for upcoming engagements.

Requirements:

- Requires the ability and willingness to work a flexible schedule, including nights and weekends, as needed.
- Previous experience working within an arts organization is preferred.
- Candidate should be highly organized, detail-oriented, have strong time-management skills, and work well in a team.
- Must have a driver's license.
- A personal car is preferred but not required.
- Must be able to lift at least 20 lbs.

Essential Duties and Responsibilities:

- Work with education and community partners to organize engagements and track those activities.
- Assist with rehearsal and concert duties, including soloist hospitality, PowerPoint presentations, supertitles, etc.
- Attend rehearsals and concerts as needed.
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- Assist the Stage Manager and Director of Artistic Operations with on-site guest artist logistics at rehearsals and performances.
- Work independently and within a team on special and ongoing projects.
- Perform other duties as assigned by the Director of Artistic Operations and other Operations team members.

Compensation:

The Education & Operations Coordinator will receive monthly accrued sick time, paid time off, and medical (health, dental, vision) insurance.

This position offers an annual salary of $40,000 and will be open until filled. Send cover letter and resume to karen.canty@memphissymphony.org.