



Education and Community Engagement Coordinator

Job Description

Position Summary:

Symphony San Jose is looking for an Education and Community Engagement Coordinator (“EDCE Coordinator”) to join its dynamic team.

This part-time position is responsible for administering the Symphony’s music education and partnership programs, including *Students at the Symphony* (student field trips to see the Symphony perform at the California Theatre), *Music in the Schools* (in-school ensemble programs), and *Music Without Borders* (orchestra and ensemble performances at a variety of community venues).

The EDCE Coordinator plays a key role in program design, implementation, and evaluation, while working collaboratively across departments and with key external stakeholders to support the Symphony’s mission to foster the appreciation for, understanding of, and engagement with live symphonic music.

Key Responsibilities:

❑ Program Development

- Assist in the creation, development, and implementation of education and community engagement programs
- Align education and community engagement initiatives with organizational mission, vision, and budget, identifying institutional and operational priorities
- Coordinate internal and external evaluation of education and community engagement programs and make recommendations for improvement

❑ Materials Preparation

- Create, produce, and distribute classroom pre-concert materials for educators and students to support the *Students at the Symphony* (“SATS”) and *Music in the Schools* (“MITS”) programs.
- Assist SATS conductors and MITS ensemble artists with the creation of curriculum, programs, and scripts
- Working with Marketing, identify, procure, and distribute “swag” for education and community engagement purposes

❑ Event Coordination

- Manage the scheduling and reservations for all education and community engagement programs
- Work with Finance to manage invoicing and process scholarship requests as received
- Monitor transportation use and coordinate parking needs
- Coordinate venue, vendor, and volunteer services, including front of house, ushers, and security
- Serve as the primary on-site point of contact for all education and community engagement activities, overseeing events from load-in to load-out
- Submit education and community engagement payroll requests to Finance.

❑ **Communication, Public Speaking, & Presentations**

- Represent the Symphony and its education programs to various audiences
- Interact with educators, students, parents, and other stakeholders through multiple varied channels to enhance engagement and program effectiveness
- Lead educator and artist development seminars
- Emcee SATS and other Symphony education programs
- Capture content for Symphony social media accounts, website, and fundraising collateral

❑ **Community Engagement**

- Build relationships with schools, hospitals, assisted living centers, government entities, youth orchestras, collaborative partners, and other relevant stakeholders to expand the reach of education and community engagement initiatives
- Identify and implement opportunities to enhance the Symphony's presence in the community

❑ **Concert and Event Duty**

- Provide support for all public-facing activities, including but not limited to open rehearsals, concerts, contract services engagements, and fundraising events
- Assist with planning, preparation, set-up, and tear down
- Staff lobby, guest check-in/out, merchandise table, donor lounge, production desk, and/or ticket office as assigned

❑ **Other Duties as Assigned**

Qualifications:

- ❑ Bachelor's degree in Music, Music Education, Arts Administration, or other related field
- ❑ Experience working with education programs, students, teachers, or community organizations
- ❑ Familiarity with symphonic music preferred, with a commitment to music education
- ❑ Self-starter with excellent problem solving, time management, and organizational skills, able to manage multiple projects simultaneously
- ❑ Strong written and verbal communication skills
- ❑ Ability to work collaboratively with others, build relationships, and foster a positive learning environment
- ❑ Proficient in Microsoft Office Suite and other relevant software
- ❑ Work flexibility, with the ability to work during school hours, as well as occasional nights and weekends

Job Details:

Status: Hourly, non-exempt, part-time

Salary: \$22.00 - \$25.00

Location: Hybrid, remote with in-person concert/event duty and occasional office check-ins

To Apply:

Please send cover letter and resume to jobs@symphonysanjose.org by August 22, 2025. Please put "Education and Community Engagement Coordinator" in the subject line.