



**Position Summary:**

The Community Programs Manager plays a vital role in advancing the Symphony's mission through the development and management of community engagement and education programs that strengthen institutional visibility, deepen donor relationships, support grant funding objectives, and expand connections with audiences, schools, civic organizations, and community partners.

This role combines program management, including oversight of the Symphony Chorale, with frontline development support. The ideal candidate is a dynamic relationship-builder who is passionate about the arts, skilled in cultivating partnerships, and committed to using community engagement as a strategic fundraising and audience development tool.

**Key Responsibilities:**

- ❑ Oversee the development, execution, and evaluation of Symphony San Jose community engagement and education programs, including *Students at the Symphony*, *Music in the Schools*, *Music Without Borders*, *First Friday Open Rehearsals*, and cultural partner co-pros.
- ❑ Provide general management of the Symphony San Jose Chorale, including coordinating singer auditions and registration, securing performance venues, setting up and striking rehearsals, monitoring attendance, procuring and distributing music, identifying equipment needs, assisting with production management, and communicating information across multiple platforms.
- ❑ Build and maintain community relationships, serving as primary staff liaison to schools, hospitals, collaborative partners, government agencies, youth orchestras, and other stakeholders.
- ❑ Assist conductors and ensemble artists with curriculum development, and collaborate with the marketing team to produce collateral materials such as study guides and promotional items.
- ❑ Support the Development Director in implementing fundraising strategies connected to community engagement and education initiatives, including donor identification, communication, cultivation, and stewardship.
- ❑ Prepare program narratives, statistics, testimonials, and impact stories for grant proposals and reports, donor correspondence, sponsorship materials, website content, social media, and campaign communications.
- ❑ Provide support for public-facing and behind-the-scenes activities, including performances, fundraising events, customer inquiries, venue setup and strike, auditions, and office cleanup days.
- ❑ Perform other duties as assigned.

**Qualifications:**

- ❑ Bachelor's degree or equivalent professional experience
- ❑ One to three years of experience in nonprofit administration, arts management, fundraising, education, or community engagement
- ❑ Self-starter with strong problem solving, time management, and organizational skills, and the ability to manage multiple projects simultaneously

- ❑ Excellent written and verbal communication skills
- ❑ Ability to work collaboratively, build relationships, and foster a positive learning environment
- ❑ Proficient in Microsoft Office Suite and other relevant software
- ❑ Passion for music, the arts, and community service
- ❑ Flexible schedule with the ability to work performance/event nights and weekends

**Job Status:**

Status: Full-Time

Salary: \$45,000 – \$55,000 annually

Benefits: Symphony San Jose provides full-time employees with paid employee health insurance, federal holidays, vacation time, sick leave, and downtown parking.

**To Apply:**

Please send a cover letter and resume to [jobs@symphonysanjose.org](mailto:jobs@symphonysanjose.org) with “Community Programs Manager” in the subject line. No phone calls, please.