



Community Engagement Manager & Chamber Music Coordinator

The Rhode Island Philharmonic Orchestra & Music School (RI Phil) seeks a dynamic **Community Engagement Manager and Chamber Music Coordinator** to oversee and manage all aspects of our Community Engagement Department and work with the Ensembles Manager to coordinate the RI Phil Music School Chamber Music Program. RI Phil is one of the finest regional community music schools in the nation and is the largest combined professional orchestra and music school in the country. As such, RI Phil is redefining the musical arts organization of today, with equal priority given to artistry and education. Quality, access, diversity, equity, and collaboration are core values.

The RI Phil Music School serves over 1000 families through its tuition-based lessons, classes, and ensembles and over 10,000 students throughout Rhode Island, Massachusetts and Connecticut through Community Engagement programs, including Link Up, developed by Carnegie Hall. We provide exceptional music education to students of all ages, starting with babies in our Music Together program and adults in our lessons and group programs.

General Expectations: This role works with the Director of Education to manage all aspects of our Community Engagement Department and works with the Ensembles Manager to coordinate the Chamber Music Program.

COMMUNITY ENGAGEMENT

Community Engagement programs are offered offsite or onsite in collaboration with partner organizations. The Community Engagement Department plays a central role in connecting the resources of both our Orchestra and the Music School to our community in meaningful and impactful ways that align with our mission, goals, and Strategic Plan, and address community needs and goals for interaction. Responsibilities include but are not limited to:

Administration

- Hire Community Engagement staff and faculty as needed
- Lead the development, evaluation, and stewardship of community partnerships, assessing alignment with organizational goals, resource requirements, and long-term sustainability. Current partnerships include Sophia Academy, Blackstone Academy, Autism Project, East Greenwich Parks and Rec, Brown Playschool, JM Walsh and the Groden Network

Marketing

- Document Community Engagement activities and capture photos for the purpose of promotion, social media posting, evaluation, and fundraising

Finance

- Develop the annual Community Engagement budget
- Manage invoicing and payment collection for Community Engagement programs
- Complete payroll amendments and/or check requests as needed

Development

- Track and share data and narratives for grants and donor relations

Communication

- Act as the main contact for all Community Engagement programs for partners, staff, faculty, and families

Link Up

- Coordinate all aspects of RI Phil's Link Up program, including planning, implementation, scheduling, communications and program evaluation
- Develop and maintain instructional materials, resources and professional development opportunities for participating teachers
- Serve as primary liaison for teachers, providing ongoing communication, support and program updates throughout the year
- Collaborate with artistic, production, education and venue staff to coordinate concert preparation, logistics and performance-day operations
- Oversee the procurement and distribution of program materials and supplies

Victoria's Dream Project

- Monitor current students attending lessons, classes and ensembles at the Music School to ensure full access to opportunities
- Track VDP student participation in RI Phil programs and provide data upon request for evaluation, fundraising and promotional purposes
- Participate in strategic planning to determine a forward path for this program
- Manage VDP Tuition Assistance data entry

Other Community Partnerships and Engagement Efforts

- Play a leadership role in developing and managing new partnerships. Assess the potential and viability of proposed partnerships, as well as the resources required to establish, run, and sustain them. Some examples are:
 - Solo and ensemble performances by orchestra members, music school faculty and/or student musicians in school and community locations.
 - Visits by Ruth Reinhardt and Guest Artists to public schools and community locations
 - Build on relationships with RIMEA, MMEA, MICCA and area colleges to further faculty and student recruitment for the Music School, and/or increased attendance at RIPO concerts

Facilitate increased access to RIPO concerts for public schools through info sharing about group tickets, bus parking, food options, and areas for gathering

CHAMBER MUSIC DUTIES

The Chamber Music Coordinator works with the Ensembles Manager to manage all aspects of the Chamber Music program at RI Phil Music School. Responsibilities include but are not limited to:

Administration

- Ensure clear communication with Chamber Music faculty, staff, and families/students
- Manage student placement auditions in the fall and throughout school year
- Maintain a roster of faculty qualified for and interested in Chamber Music coaching
- Observe and support faculty as needed

- Choose repertoire and/or assist with repertoire selection as needed
- Schedule at least two Chamber Music recitals during the school year
- Work closely with the RIPYO Director and Ensembles Manager to plan and execute the summer Chamber Music and Orchestra Workshop

Marketing and Recruitment

- Assist in student recruitment efforts and marketing for Chamber Music. Duties include: :
 - Visiting ensemble rehearsals to promote the Chamber Music program
 - Email faculty to promote the program and encourage student participation
 - Brainstorm and implement new recruitment ideas
- Meet with the Marketing team to create a marketing plan for promotion
- Document activities and capture photos for the purposes of marketing, recruitment, social media posting, fundraising and evaluation

GENERAL DUTIES

- Respond to email and phone messages in a timely manner
- Attend weekly Education Team meetings, monthly Education Department Chair, and All-Staff meetings, and other meetings as requested
- Contribute to a positive work culture that is supportive of all staff and faculty
- Act as an ambassador for RI Phil at events and in the community

Additional responsibilities as required

Essential Qualifications

- Three to five years of experience in community arts education, administration, and community engagement including supervisory roles preferred
- Demonstrated reliability, flexibility and professional presentation
- Outstanding written and verbal communications skills
- Strong team building and team management skills
- Strong organizational skills and ability to multitask
- Ability to take initiative
- Accounts management skills
- Ability to contribute to a positive, collegial, good-humored work atmosphere to get results in a fast-paced, high pressure, deadline-oriented environment
- Ability to work with diverse groups and a commitment to making music accessible
- Computer proficiency including Microsoft Office Suite preferred
- Experience with program evaluation and grant-writing is helpful but not required.
- Bachelor's degree in music or music education

Compensation Salary range of \$45,000-\$50,000. Actual starting salary will be commensurate with experience.

Benefits • Individual health insurance paid in full by Employer • Individual dental insurance paid in full by Employer • Generous Paid Time Off • 403(b) with up to 3% Employer match

RIPYO&MS is an equal opportunity employer. All qualified applicants will receive consideration without regard to race, color, religion, gender, sexual preference or orientation, gender identity or expression, national origin, age, ethnicity, disability, protected veteran status, or marital status.

To apply, please send a cover letter, resume and references to sdambrosio@riphil.org. The subject line of the email should state "Applicant: Community Engagement Manager". No phone calls please.