



## **Education Coordinator Job Description**

**Status:** Temporary Grant-Funded Position

**Location:** Evansville Philharmonic, Evansville, IN

**Overview:** The Education Coordinator at the Evansville Philharmonic plays a crucial role in supporting the planning, coordination, and implementation of educational programs. This position involves working closely in collaboration with the Director of Education and Community Outreach, the youth orchestra personnel, parents, local teachers, and other stakeholders to ensure the success of various educational initiatives. The ideal candidate will have strong organizational skills, excellent communication abilities, and a passion for music education.

### **Responsibilities:**

#### **1. Youth Orchestra Rehearsal Preparation:**

- Assist in preparing materials and resources for youth orchestra rehearsals, including organizing and distributing music scores.
- Coordinate logistics for rehearsals, ensuring that all necessary equipment and resources are available.

#### **2. Parent and Personnel Communication:**

- Serve as a point of contact for parents and personnel regarding educational programs and activities.
- Communicate rehearsal schedules, updates, and important information to parents and personnel in a timely manner.

#### **3. Program Planning and Implementation:**

- Collaborate with the education team to plan and implement educational programs, contests, workshops, and other events.

- Assist in developing educational materials and resources to support program objectives.

#### **4. Teacher Outreach and Engagement:**

- Reach out to local music teachers to promote educational programs and encourage participation.
- Establish and maintain positive relationships with teachers and school administrators to support music education initiatives.

#### **5. Music Teacher Summit Preparation:**

- Assist in planning and organizing an upcoming music teacher summit, including coordinating logistics, securing presenters, and managing registrations.
- Prepare materials, resources, and presentations for the summit sessions.

#### **6. Administrative Support:**

- Provide administrative support to the education department as needed, including maintaining databases, compiling reports, and managing correspondence.

#### **Qualifications:**

- Experience working in music education or arts administration.
- Strong organizational and time management skills.
- Excellent written and verbal communication abilities.
- Proficiency in Microsoft Office Suite and Google Workspace.
- Ability to work independently and collaboratively in a fast-paced environment.
- Passion for music education and a commitment to supporting young musicians.

**To Apply:** Please submit a resume to [education@evansvillephilharmonic.org](mailto:education@evansvillephilharmonic.org). Applications will be accepted until May 13<sup>th</sup>.