



620 West Main Street, Ste. 600
Louisville, KY 40202
LouisvilleOrchestra.org

POSITION DESCRIPTION

Position Title:	Director of Learning and Community
Status:	Full-Time, Exempt
Reports to:	Chief Executive Officer
Supervises:	School Programs Coordinator (part-time); contracted L&C staff
Job Summary:	Working closely with the CEO and Music Director, the Director of Learning and Community is responsible for planning, developing, administering, and evaluating programs that increase and enhance the public's access to, understanding of, and engagement with the Louisville Orchestra. This is a cabinet-level position charged with helping to guide the organization toward realizing its mission, vision, and values.

Duties and Responsibilities

- ❑ Prepare and execute a comprehensive education and community engagement plan that enhances the depth and reach of the Louisville Orchestra, both in the greater Louisville metropolitan area and beyond. Develop and oversee programs that connect a broad and diverse audience to symphonic music, ensuring all ages, races, ability levels, and social-economic backgrounds have an accessible path to the organization. Enhance existing programs and develop new ones that focus on the LO's key target areas: youth education, health and wellness, adult education, senior engagement, and geographic expansion of access to symphonic music throughout our region and the Commonwealth of Kentucky.
- ❑ Identify, establish, and nurture strong collaborative relationships with external partners in and outside of Louisville, including educators, community non-profit organizations, government agencies, performance venues, and local artists. Coordinate program development, oversee implementation, prepare agreements, process invoicing, and foster effective communication.
- ❑ Lead curriculum design, program creation, script-writing, and workshops with the assistance of the Music Director, musicians, artistic staff, and outside partners.
- ❑ Build a strong relationship with LO musicians. Oversee all musician L&C services. Ensure scheduling and service conditions fall within the parameters of the Master Agreement.
- ❑ Continuously monitor and evaluate existing and new L&C programs. Compile, maintain, and report metrics, measurements, statistics and impact. Recommend areas for improvement, enhancement, or discontinuation.

- ❑ Be a strong internal partner. Work closely with development officers to help identify, align, and fulfill funding opportunities for L&C programs. Accompany fundraising staff on solicitation and stewardship calls as appropriate. Work closely with the marketing department on the creation of L&C collateral, including brochures, newsletters, study guides, and advertisements. Write and edit copy, and ensure program information is accurately communicated in traditional media, social media, and on the LO website.
- ❑ Work closely with the patron services department on the development and implementation of L&C Front of House activities.
- ❑ In partnership with the Chief Financial Officer and Director of Artistic Operations, prepare the Learning and Community budget and once approved by the Board, ensure the LO operates within that budget. Create project reports, reconcile discrepancies, explain variances, and implement changes as necessary. Manage the procurement and inventory of supplies, materials, and services necessary.
- ❑ Serve as a member of the Executive Cabinet, assisting the CEO in setting institutional policy, procedures, and long-term strategic planning. Attend meetings of the Board of Directors and its committees as assigned. Represent the Louisville Orchestra in the community and industry.
- ❑ Perform other duties as assigned, requested, or needed.

Qualifications

- ❑ Bachelor's degree, preferably in music education or performance, with a minimum of three years' experience in either a music education or collaborative arts environment
- ❑ Strong familiarity with symphonic repertoire, orchestral instruments, music history, and K-12 education curriculum
- ❑ Established history of organizing and executing large projects with multiple stakeholders, including budget creation, management, and adherence
- ❑ Superior communication, organization, entrepreneurial, and interpersonal skills
- ❑ Highly self-motivated and goal-oriented with an astute attention to detail
- ❑ Proficient in Microsoft Office and CRM databases
- ❑ Must have a flexible schedule, the ability to work nights and weekends, and travel occasionally
- ❑ Possess a valid driver's license and the ability to drive
- ❑ Physically able to lift 25lbs, unassisted
- ❑ Must have a positive attitude, be able to work as part of a high-functioning team, and possess a passion for the performing arts, as well as a strong desire to bring them to audiences

Compensation and Benefits

The Louisville Orchestra offers a comprehensive salary and benefits package commensurate with experience and in line with similar positions of this scope with similar-sized orchestras in the country and Louisville cultural institutions. Benefits include medical insurance, life insurance, vacation and sick time, parking stipend, 403b contribution, and a diverse offering of voluntary benefits.

About the Louisville Orchestra

The Louisville Orchestra has long had a strong reputation for innovation, creativity, and excellence. Its 58 full-time musicians and 24 staff members present a 34-week season that includes classical, popular, and educational main stage concerts, a diverse array of programming throughout the community, and performances with the Kentucky Opera and Louisville Ballet.

The Orchestra was the first to record under its own label and became internationally recognized in the 1950s for producing 150 LPs consisting of more than 450 new works. Under the leadership of Music Director Teddy Abrams and CEO Robert Massey, the Louisville Orchestra has revived its commitment to championing the creation of new works. More than half of the compositions on the Louisville Orchestra's 2019-2020 subscription series are by living composers. The Orchestra will release its second commercial recording under Abrams this fall, with several additional media projects currently in development.

Located in culturally rich Louisville, the organization is at the forefront of redefining what a 21st century orchestra can be and is well on its way of achieving its goal of becoming known as "the most interesting orchestra on the planet."

To Apply

Send a cover letter, resume, salary requirements, and three professional references to nkoch@louisvilleorchestra.org by June 14, 2019. Candidates selected for further consideration will be contacted with further instructions. References will not be contacted until the final round of interviews. No phone calls please.