



Organization:	Louisville Orchestra
Job Title:	Manager of School & Family Programs
Reports to:	Director of Community Partnerships
Supervises:	N/A
Influence:	Community Partnerships Department
FLSA:	Full-time, Exempt

BACKGROUND TO THE LO

The Louisville Orchestra has long had a strong reputation for innovation, creativity, and excellence. With an annual operating budget of \$13M, 60 full-time musicians, and a 34-week performance season, it is currently an organization changing the idea of what a 21st-century orchestra can be and do. Under the leadership of Music Director Teddy Abrams, the Louisville Orchestra is well on its way toward achieving its goal of being “the most interesting orchestra on the planet.”

<https://vimeo.com/743736311/2791647250>

Job Summary: The Manager of School and Family Programs is a singular role within Community Partnerships department at the Louisville Orchestra, providing management and implementation of all school and family programs. This role is the main facilitator and contact for JCPS and area schools, creator of family activities and programs, administrator for the Community Partnerships department, and manages all reporting for the Development department.

The Ideal Candidate: The successful Manager of School and Family Programs will be able to maximize project management, be self-motivating and a team player, and highly organized. They will have worked as a teacher or in a school setting for part of their career. They will also be an imaginative and creative problem solver who anticipates and are always one step ahead while being diplomatic. The ideal candidate will also be calm under pressure, articulate, driven towards results, an excellent communicator, take ownership, and have a sense of humor.

Main Areas of Ownership

- MakingMUSIC and all school programs (Composition Program, Rap School, Heuser Hearing Partnership, Conducting School, etc.)
- OrKIDStra concert and Once Upon an Orchestra production
- Department payroll, musician scheduling, grant reporting

Duties and Responsibilities:

MakingMUSIC

- Coordinate services for all 91 elementary schools which includes transportation, musician visit scheduling, ticket reservations, ensemble performances, composition residency and more
- Work closely with teaching artists and staff who provide educational programming in schools including project management, brainstorming, and implementation

- Lead staff on Conducting School, ensuring students and parents have the best experience throughout the program
- Support program growth and integration to organizational initiatives and additional funding opportunities
- Develop strong professional relationships with LO musicians to support work in schools

OrKIDStra & Family Programming

- Assist with the program management of Once Upon an Orchestra including all scheduling, reminders, and other areas of production assistance
- Lead developer and implementer of activities for all OrKIDStra family concerts
- Work closely with the Director of Community Partnerships to program the OrKIDStra series

School Programs

- Lead all TAG and 5x5 grant application and management
- Manage ticket reservations for school Coffee Concert attendance
- Writing study guides for all concerts with students involved as well as lead talk backs with students attending LO concerts
- Lead the LO Heuser Hearing partnership which includes working closely with a music therapist and LO musicians, scheduling, project management, etc
- Assist with the scheduling of visits of visiting conductors in local schools

Departmental Support

- Coordinate payroll of musicians for all education services
- Track all departmental outcomes and serve as main contact for development department for grant reporting
- Support the organization of photos taken throughout the year for Community Partnership programs working closely with the Marketing department

Other duties as assigned by the Director of Community Partnerships

Education: Bachelor's Degree in arts administration, music education, elementary education, or fine arts

Experience:

- 5 – 7 Years of related industry experience
- Formal musical and teacher training or equivalent experience
- Highly organized
- Must be extremely detail-oriented with a keen eye for accuracy, proofing, spelling, and errors
- Excellent communication and time management skills
- Experience with working with or in schools
- Experience in project management
- Exceptional team player

To Apply:

Please send a cover letter including salary requirements along with your resume to:

Sarah Lempke O'Hare, Director of Community Partnerships
 sohare@louisvilleorchestra.org

Please, no phone calls.