



Music for a Great Space (MGS)
Education & Outreach Coordinator
Job Description

Job Summary:

Under the supervision of the Executive Director, the newly created Education & Outreach Coordinator is responsible for bringing a culturally diverse series of inspiring and educational performances to the Guilford County community. The MGS education/outreach program offers to students the opportunity to experience live performances by the highest level of artists from around the country and beyond.

The scope of this position includes creating and maintaining relationships with educators and partnering organizations, administering educational and outreach programming in the local community, maintaining a calendar for outreach events and working closely with community partners to plan and execute various events. This person will collaborate with the Executive Director to administer the Music for Young People series, the Music in Unusual Spaces series, and implement new programming as appropriate.

Education & Outreach Programming Responsibilities:

Education Programming

- Coordinate with Executive Director/Artistic Director to schedule and implement existing education programming with artists and Resident Jazz Quartet
- Contact teachers and schools to schedule visits
- Send information regarding voucher program to applicable schools, print vouchers and distribute
- Provide direction for artists to tailor programming to meet needs of students as applicable
- Attend education events as needed, collect demographic info and photos
- Transport artists to education events as needed

Outreach Programming

- Coordinate with ED/AD to develop, manage, and execute new outreach programming for K-12, college students, and adults
- Contact venues/organizations to schedule visits
- Send publicity info to venues/organizations
- Attend outreach events as needed, collect demographic info and photos
- Transport artists to education events as needed

Collect Education & Outreach Data

- Follow up with teachers, organization leaders, & audiences for feedback
- Tabulate data in reports
- Present to MGS Full Board for analysis and provide recommendations for following seasons

Public Relations Responsibilities:

Responsible for MGS image by being active and visible in the community

Work closely with other professional, civic, and private organizations

- Maintain relationships with local arts organizations, education organizations, and GCS contacts

Seek out collaborations when appropriate

Other areas of work can be negotiated as appropriate to the candidate.

Minimum Qualifications:

- Passionate about the value of arts education, music, and learning.
- Excellent communicator with the capacity to work with diverse constituencies with a variety of interests and styles. Ability in both verbal and writing to communicate the organization's education and outreach mission.
- Self-directed, works well independently as well as collaboratively.
- Ability to multitask with several project details at once, excellent time management skills with the ability to prioritize duties and meet deadlines for multiple projects.
- Strong organizational skills to manage communications with schools, teachers, principals, and leaders of community organizations and manage an internal calendar to follow up and maintain those relationships.

Additional Qualifications preferred but not required:

- Bachelor's Degree in Music, Music Education, or equivalent arts/education related degree. At least two-plus years of classroom experience, education department of a performing arts organization, or similar environment. Hands-on experience may substitute for any education requirement.
- Familiarity with GCS arts programming, goals, and curriculum to enable MGS programming to meet GCS needs.
- Experience with social media to actively promote the education and outreach events

Position Status:

The MGS Education & Outreach Coordinator is a part-time contract position that reports directly to the Executive Director.

Time Requirements:

This is a part-time position with a flexible timeline of 5-10 hours per week from August-March. Most of the work is self-directed and will be remote. The ideal candidate will be available to attend some events as negotiated, including occasional evening and weekend events and have access to a vehicle for transportation needs.

Pay Scale for this position is \$15-20 per hour with an approximate cap of \$5000 per season.

To apply:

Submit a cover letter and resume to Rebecca Willie, Executive Director at execdirector@musicforagreatspace.org. No phone calls please. Once submitted, your resume will be reviewed and someone from our office will contact you.

MGS does not discriminate in its employment decisions on the basis of race, color, religion, ancestry, age, sex, gender identity, sexual orientation, marital status, national origin, disability, veteran status, or any other protected class. Members of underrepresented groups are strongly encouraged to apply.