



Position Description

- Title:** Education & Grants Manager
- Details:** Part-time 10hrs/wk, salaried, non-exempt, remote or onsite position; occasional weekend/evening work required as needed for concerts and special events
- Salary:** \$22-\$24/hr, contingent upon experience
- Reports to:** Executive Director

Responsibilities

- **Education Program Management (60%)**
 - Plan concerts and outreach programs, including but not limited to: Discovery Concert Series and Mentorship Program, as well as outreach chamber concerts including Kids' Classical Concerts, Senior Serenades, Family Concerts, Pueblo Chamber Concerts, and Symphony del Sur Concerts
 - Serve as primary contact with Santa Fe Public School systems, private schools, pueblo schools, and homeschool groups, etc. and coordinate scheduling in collaboration with the Community Education Committee(CEC)
 - Serve as venue contact with host schools including coordinating production needs
 - Meet with and help coordinate CEC volunteers prior to outreach performances
 - Invite and track RSVPs from public officials to experience music education programs
 - Coordinate program assessment and feedback forms / surveys, measure and evaluate student responses to outreach programs in order to gauge tangible impact
 - Develop strong relationships with area public and private music educators on all levels, CEC members, and community leaders. Work with this group to maximize the effectiveness of the area's music education resources at all levels
 - Seek collaborative opportunities with other local and national organizations
 - In conjunction with Executive Director and Community Education Committee members, analyze the scope and success of existing Santa Fe Symphony education programs and recommend changes, expansion, and new programs
- **Grants (40%)**
 - Researches foundations and grant opportunities
 - Writes proposals using templates or verbiage from Executive Director
 - Maintains detailed timelines of grant deadlines
 - Submits requests to staff for support materials
 - Works closely with Development staff and Executive Director to report grant activities to the Board

Qualifications

- A bachelor's degree or 3 years of relevant experience required
- Excellent written and oral communication skills
- Experience managing multi-phase projects and administrative tasks
- Ability to problem-solve and adapt to changing circumstances and priorities
- Ability to meet deadlines in an efficient manner
- Ability to maintain a positive, professional attitude at all times
- Experience effectively delegating tasks to volunteers and colleagues

Interested candidates should submit a cover letter and resume to employment@santafesymphony.org.