



## Employment Opportunity!

**Position:** Education & Community Projects Manager

**Organization:** The Santa Fe Symphony Orchestra & Chorus

**Location:** Santa Fe, NM

**Type:** Full-Time, Exempt

**Date Posted:** September 30, 2025

**Application Deadline:** October 15, 2025, but applications will be reviewed as they are received and accepted on a rolling basis until the position is filled.

**To apply for the position:**

[Job Application: Education & Community Projects Manager](#)

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At The Santa Fe Symphony Orchestra & Chorus, we believe music and the arts have the power to transform lives and connect communities. Our education and community programs inspire students, families, and diverse audiences to experience, learn, and make music in meaningful ways. We are seeking a creative and organized communicator with strong administrative and interpersonal skills to join our team as **Education & Community Projects Manager**, helping to expand the reach and impact of these programs.

### The Opportunity

As the Education & Community Projects Manager, you'll collaborate with our Director of Education & Community Engagement, youth ensemble directors, music educators, schools, and community partners to assist in the management and implementation of projects that make classical music accessible, relevant, and exciting. This is an ideal role for someone who loves building strong relationships with people of all ages and backgrounds and making an impact in the community.

### What You'll Do

- Support our after-school programs
  - Assist with the coordination of rehearsals, rehearsal spaces, performances, performance venues, and special events
  - Maintain program records, attendance, student rosters, digital sheet music files, digital ensemble folders
  - Serve as a reliable point of contact for families and students with questions, and provide follow-up in a timely manner
  - Assist with sending reminders, updates, and schedules via email, phone, and newsletters
  - Assist in preparing monthly newsletters for after-school program families
  - Assist in communicating with and gathering program data from after-school program ensemble directors
  - Assist with the audition process by providing on-site support, scheduling, reminders, results to families

- Assist in recruiting and registration duties
- Attend after-school ensemble rehearsals on a periodic basis
- Prepare digital and printed performance programs
- Coordinate parent volunteers for rehearsals, performances, and special events
- Track program supplies, prepare materials, and ensure resources are available for teaching staff
- Maintain weekly attendance records and provide other clerical support as needed
- Assist in instrument inventory management
- Attend student performances and provide support for ticketing, seating, student ensembles, ensemble directors, and production as needed
- Support our in-school mentoring program, Discovery concerts, and school/educator relationships
  - Support the department director in maintaining relationships with schools and music educators who receive mentoring
  - Oversee mentor assignments and reporting
  - Manage email reminders to mentors
  - Assist in coordinating school and class visits
  - Attend select class visits and performances
  - Provide follow ups to educators and classes we support
- Support other Education & Community Engagement department needs, including pilot programming
  - Assist in compiling data, surveys, feedback, and reports for staff, donors, and families
  - Assist in managing and implementing the Family Concert
  - Assist in managing the Youth Musician Ambassador Program, the Music Education Musicale performances, and the Master Class series
  - Assist in managing all early childhood initiatives, including record keeping, email and phone follow ups, class visits, library programs and family engagement events
  - Assist in fundraising initiatives
  - Assist in gathering content for social media and preparing post drafts
  - Assist in identifying partnerships and building relationships with local organizations who want to support our programs
  - Represent the Education & Community Engagement Department at events and in the community
- Support our community engagement initiatives
  - Collect data for marketing materials
  - Assist in distributing marketing materials for events
  - Assist in production of community events
  - Maintain strong relationships with community partners

## **What We're Looking For**

- Passion for music education, community engagement, and working with students and families
- Experience in project management, education programs, nonprofit arts, or a related field
- Excellent organizational and multitasking skills; the ability to comfortably manage competing tasks and deadlines
- Proficiency with Google Workspace and Microsoft Office (Word, Excel, etc.)
- Strong communication and relationship-building abilities
- Comfort working with diverse groups of people and communities

- A collaborative teammate who listens with empathy and approaches challenges with patience and understanding
- Flexibility to work evenings and weekends as needed for rehearsals, performances, and community events
- Bachelor's or Master's degree in music, education, communications, or a related field (preferred)

#### **Additional Valuable Experience (not required)**

- Teaching experience
- Musical performance experience (professional or amateur)
- Communications and/or marketing background
- Fluency in Spanish

#### **What We Offer**

- The chance to shape innovative programs that make a difference in people's lives
- A collaborative and supportive workplace
- A hybrid work plan at the discretion of your supervisor
- Compensatory time off for hours assigned outside of your regular work schedule
- Competitive salary and benefits package; salary commensurate with experience

To **apply for the position**, please fill out the form below:

[Job Application: Education & Community Projects Manager](#)

Applications will be accepted on a rolling basis, but interviews will be scheduled after October 15, 2025.

For questions about this position, please contact **Elizabeth Young**, Director of Education & Community Engagement, at [eyoung@santafesymphony.org](mailto:eyoung@santafesymphony.org).

No phone calls, please.

The Santa Fe Symphony provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.