



Director of Education and Outreach

Job Description

The Director of Education and Outreach assists in the day-to-day running of The Missouri Symphony Conservatory (MSC) and advocates for educational outreach for the entire The Missouri Symphony (MOSY) organization. The Director of Education and Outreach must possess an outgoing and proactive attitude, be a motivated and independent worker, and feel comfortable dealing with parents and students on a regular basis. The Director of Education and Outreach is essential in maintaining a smooth operation of the MSC orchestras in all matters. The Director of Education and Outreach works in collaboration with the Music Director of the MSC and reports directly to the Executive Director of MOSY as the point person for all education programs of the organization. This is a position that requires some schedule flexibility, with nighttime and occasional weekend hours.

Conservatory Duties

The Director of Education and Outreach is expected to be present at all rehearsals, auditions, concerts, and events related to the MSC. The DEO will work with the Chairperson of the Conservatory Committee to plan the monthly Conservatory Committee meeting agenda and to coordinate other MSC events and fundraisers. Under the guidance of the Music Director, the DEO will contract and hire the assistant director, coaches and accompanists and insure payment for all MSC staff in conjunction with the Executive Director. The DEO will manage all MSC registrations, payments, contracts, invoices, parent and student communications, and the calendar.

Outreach Duties

The Director of Education and Outreach will make strong connections with Mid-Missouri area school districts to promote the Young People's Concerts, strong connections with Mid-Missouri band and orchestra directors to promote MSC membership and potential summer camps, and secure special MSC student performances both in and outside of the Columbia community. The DEO will pursue collaborations with or offer concert and event offerings between the MSO and/or the MSC with other regional school music programs, arts councils, and arts organizations. In addition, the DEO will work on coordinating and developing other promising educational programs and initiatives that can reach a broad audience of students of all ages.

Skill Set / Qualifications

- Bachelor's degree required
- Experience in music or fine arts organizations
- Excellent written and verbal communication skills
- Must have access to a cell phone, a valid driver's license, and reliable transportation

Compensation

Job Type: This is a full-time position, and compensation is based on experience. Flexible schedule with an opportunity to work remotely as needed.

Salary Range: \$35,000-\$40,000

Benefits: Parking, Paid Federal Holidays, Simple IRA, Medical & Dental Insurance, Vacation & Sick Leave, 2 tickets for all MOSY events