

SEATTLE CHAMBER MUSIC SOCIETY

James Ehnes, Artistic Director

Position Announcement: **Director of Education Programs and Operations**

Date posted: May 17, 2017

Application deadline: June 2, 2017 or until position is filled

Position status: Permanent full-time salaried position

Salary: \$50-55K, DOE

Reports to: Executive Director

Organization Mission and Programs

Established in 1982, the Seattle Chamber Music Society's (SCMS) mission is to foster the appreciation of chamber music in our region by presenting performances featuring world-class musicians in accessible and inviting formats, with an emphasis on developing a broad-based sustainable audience through education and community outreach. Each year SCMS presents world-renowned musicians in fresh, exciting and spontaneous ensemble performances of traditional, contemporary and seldom-heard chamber music repertoire. The *Summer Festival* presents twelve main series concerts in July and the *Winter Festival* presents six concerts over two weekends in January, all at Benaroya Hall's Illsley Ball Nordstrom Recital Hall. As part of its commitment to contemporary chamber music, SCMS commissions a new chamber music piece each year, supported by its Commissioning Club of individual donors. In addition to its high quality performances, SCMS offers community engagement programs for adults, youths and the community at large to encourage audience appreciation and understanding of chamber music. These programs bring audiences of all ages in close contact with musicians and their music through informal, accessible and enjoyable formats.

Now in its 36th season, SCMS, has six year-round staff members, and an annual operating budget of almost \$1.3 million, and an endowment of \$2.1 million, managed by a separate Foundation. The organization has operated with a balanced budget since its founding in 1982.

Looking ahead, SCMS has several exciting plans in the next few years: the launch of a campaign to support the move to a new administrative office and chamber music center in 2020, expansion of our Education and Community Engagement programs, and a commitment to continue to bring the best in chamber music to Seattle and the region.

In addition to its superlative performances by some of the most recognized musicians in the world, SCMS distinguishes itself by delivering the highest quality customer service possible through the Festival atmosphere. This is accomplished by promoting a culture of deeply personal customer care that serves to enrich the experience for our audience at the concert hall and beyond through positive, attentive interactions at every level.

Position

Responsible for developing and coordinating education programs for students and adults, seasonal Festival operations, and day to day administrative operations in 6-person office.

Principal Duties

Director of Education Programs

- Evaluate and improve current education programs including:
 - "Chamber Music in the Classroom" in Seattle Public Schools
 - Open rehearsals
 - Master classes
 - Free student ticket distribution

- preview lectures
- Young Artist Award
- Identify, develop plans for, and implement new education programs
- Develop and maintain relationships with education leaders in the community
- Explore ways to expand education and outreach opportunities for SCMS

Festival Operations

- Coordinate production tasks related to Winter and Summer Festivals, Chamber Music in the Park free outdoor concert and Music Under the Stars live audio concert broadcasts into neighborhood parks
- Develop and maintain relationships with community partners for Music Under the Stars
- Hire seasonal staff, schedule page turners, prepare program notes from provided material, liaison with Benaroya Hall staff

Administrative Operations

- Maintain office systems
- Monitor office equipment and call for servicing as needed
- Provide or outsource IT support and computer maintenance
- Maintain inventory and equipment records
- Schedule regular staff meetings

Other

- Board Relations: take minutes of board meetings (6x/year), schedule meetings, maintain board records and documents
- Be responsive to patron and community queries
- Other duties as assigned

Minimum Qualifications: Bachelor's degree and 3 years' experience working effectively at a non-profit organization. Commitment to building and engaging new and young audiences.

Skills

Attention to detail and ability to meet deadlines and problem solve
 Self-motivated; able to take initiative and able to work both independently and in teams
 Strong interpersonal and oral communication skills
 Ability to handle multiple demands and respond to changing priorities
 Ability to respect and maintain confidentiality
 Ability to provide high-level customer service to patrons
 Knowledge of Patron Manager CRM is a plus
 Knowledge of classical music and the performing arts preferred

Application

Interested candidates should apply with cover letter and résumé to:

Connie Cooper, Executive Director
 Seattle Chamber Music Society
 10 Harrison St.; Suite 306
 Seattle, WA 98109
 connie@seattlechambermusic.org
Please, no phone inquiries. Email is okay.

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May 2017