

Community Partnerships Manager

Richmond Symphony Orchestra
Richmond, Virginia

Founded in 1957, the Richmond Symphony is committed to providing outstanding and innovative concert experiences of symphonic music of all kinds.

Position Overview:

The RSO has recently been awarded a matching grant in order to purchase a large mobile outdoor performing space, allowing the Symphony to significantly broaden its reach to communities throughout the Greater Richmond Region. This position is an opportunity to join the RSO at a time of increased focus and activity in community programming. The Community Partnerships Manager is a people-loving, passionate, self-motivated and detail-oriented person who is energized by working collaboratively and building shared vision for accessibility of symphonic music; he/she is responsible for identifying and cultivating strategic partnerships among arts, education and community-based organizations in support of RSO's community programming and education work. The Community Partnerships Manager will work cross-departmentally with key staff members to develop a partnership model that builds engagement and sustainability for local and touring performances. This is a full-time exempt, benefits-eligible position reporting to the Director of Education and Community Engagement.

Key Responsibilities:

- In coordination with key staff members, develop a sustainable model for community concerts and successful partnership practices
- Identify, establish and cultivate strategic community partnerships in order to advance RSO's mission
- Actively and responsibly manage daily activities supporting community engagement programs utilizing the mobile stage, and support local and touring performances as assigned (Come & Play, LolliPops, Rush Hours, run-outs, contracted concerts, YOP, etc):
 - Establish project goals and benchmarks in consultation with staff and community partners
 - Develop an effective communications strategy to encourage cross-departmental collaboration and shared ownership
 - Serve as liaison between RSO and concert presenters, providing production and logistical support when appropriate
 - Work with staff and community partners to create a resource inventory (marketing, individual and corporate support, volunteers, etc)
 - Assist with grant applications and reporting as requested
 - Recruit, organize and manage planning committees and event volunteers
 - Assist with tracking audience information, budgeting, expense reports and evaluation
- Seek out, attend and participate in community meetings; develop and maintain a network of positive relationships with community members and utilize these relationships to promote RSO's position as a vital community asset
- Develop and maintain a database of community contacts

Qualifications:

- Bachelor's degree required
- 3-5+ years experience in community organizing/community partnerships; experience in arts administration preferred.
- Enthusiasm and appreciation for symphonic music

- Strong administrative and organizational skills
- Strong interpersonal and conflict resolution skills, and the ability to work with a diverse set of stakeholders including community members, educators, administrators, musicians and staff.
- Must possess strong computer skills including database and be able to work some nights and weekends.

Applicants must submit:

- Resume, cover letter and 2 professional references
- A document providing concise answers to the following questions:
Your first project is to manage a community concert in Chimborazo Park, a first for RSO. The goals for the event are to build a stronger sense of community in the east end through music and to increase the visibility of RSO while creating an inclusive and welcoming atmosphere.
 - 1) *How would you ensure that the project is successful? How would you define and measure success?*
 - 2) *How would you stay organized? How would you ensure that event details were communicated across departments?*
 - 3) *What strategies would you utilize to ensure community buy-in and a large audience for the concert?*
- **Application deadline is May 8, 2015. Electronic submission is highly encouraged.**
- **Winning applicant will consent to a full criminal background check before an employment offer is made.**

Please submit materials to:

Emily Goodman, RSO Education Assistant at egoodman@richmondsymphony.com