

RICHMOND SYMPHONY

Title	Education Assistant	Reports To	Director of Education & Community Engagement
Department	EDCE	Classification	Full Time Salaried/Non-Exempt

Job Summary

The Richmond Symphony seeks an energetic and organized individual to serve as the Education Assistant to the Education & Community Engagement (EDCE) department. This position is responsible for the day-to-day administrative and logistical support for the Richmond Symphony EDCE department.

The Education Assistant is a self-motivated and detail-oriented person who is Inspired by working collaboratively and building shared vision to support student achievement in the arts. They work closely with the Director of EDCE and other members of the EDCE team to manage and develop the Richmond Symphony School of Music and the Symphony’s education and community engagement programs.

The Richmond Symphony is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Responsibilities/Duties/Functions/Tasks

- Responsible for day-to-day operations within the Richmond Symphony office, including:
 - In collaboration with RSSoM staff, plan the yearly calendar including classes, rehearsals, performances, sectionals, auditions, recruitment
 - Organize and facilitate YOP auditions including: Spring/Summer auditions for entry into ensembles and seating auditions
 - Facilitate music preparation and distribution
 - Work with Richmond Symphony marketing team to develop and maintain a social media & marketing plan with respect to YOP and RSSoM
 - Facilitate virtual classroom management and operations
 - Produce parent/student mailings and calendar updates
 - Participate in the maintenance and updates to the RSSoM website, and as becomes necessary, social media
 - Produce schedule, handbook, newsletter and supporting materials for RSSoM

- Attend and coordinate auditions and weekly rehearsals, working with parent representatives, student work study and volunteers
- Providing aid in developing presentation materials
- Maintaining an organized and efficiently running physical office space
- Answering phones and serving as the first point of contact with the EDCE department for the general public
- Assists with organizing volunteer opportunities
- Works as a greeter at concerts during evenings and weekends as requested
- Assisting in processing invoices
- Performs other duties as assigned by the Executive Director or Director, EDCE

Qualifications

A suitable candidate will have a positive outlook, a love of music and a 'can do' attitude.

In order to be successful in the role a suitable candidate will need excellent organizational skills, an eye for detail and efficient time management. Experience working with children and parents in an educational setting will prove invaluable; some degree of musical training preferred.

The following qualifications are required

- Proven track record of effective time management, flexibility and strong organizational skills
- Commitment to the principles of teamwork and shared responsibility
- Ability to multi-task and meet simultaneous deadlines
- Ability to act with discretion in handling confidential conversations, correspondence and records
- Ability to relate to a diverse group of people including staff, Board members, symphony and student musicians, and community members
- Ability to communicate effectively both orally and in writing
- Ability to proactively identify and relay issues to other members of the EDCE team
- Familiarity with basic office computer applications such as Word, Excel, Powerpoint, Google docs, Google calendar

The following qualifications are desirable but not essential:

- Previous office administrative experience
- Familiarity with music software and music notation software

Environment, Benefits & Salary

- Position will a dedicated have work space in the Richmond Symphony office

- Parking provided
- Flexible work from home / office options are available
- Work is performed in a friendly and fast paced hybrid office environment
- Attendance and participation at concerts, events and activities will be expected outside of normal office hours and on weekends
- Benefits include health insurance, self-funded dental insurance, 403(b) account, paid time off, optional instrument insurance
- Salary \$32,000

How to apply

- Applicants must submit a resume, cover letter and at least 2 professional references
- Application review continues until the position is filled
- Any offer of employment is contingent upon background check
- Please submit materials to education@richmondsymphony.com