



# EUGENE SYMPHONY

The Eugene Symphony invites nominations and applications for the position of **Education & Community Engagement Assistant**

REPORTS TO: Education & Community Engagement Director

## **The Organization**

Now in its 58<sup>th</sup> season, the Eugene Symphony is widely recognized as a cornerstone of the performing arts in Oregon's southern Willamette Valley. Under the leadership of Music Director & Conductor Francesco Lecce-Chong and Executive Director Scott Freck, the Eugene Symphony pursues its mission of *enriching lives through the power of music* by presenting annual classical, summer, and community engagement performances, commissioning and premiering new American works, and disseminating its performances via radio broadcasts.

Guided by its Long-Range Plan, first established in 2007 and substantially updated in February 2022, the Eugene Symphony serves, educates, and develops the widest possible regional audience through its programs. Approximately 25,000 community members attend the Eugene Symphony's classical, family, and special performances each year. Up to an additional 25,000 children, adults, and seniors take part in annual education and community engagement initiatives, including family and youth concerts, in-school ensemble performances, subsidized concert tickets, artist residencies, and pre-concert lectures for adults. Through its annual broadcast series on classical radio KWAX, the Eugene Symphony brings its full season of classical concerts to 45,000 local and worldwide listeners monthly, and recently created a limited-edition radio series on KLCC-FM, the local NPR affiliate.

The Eugene Symphony is a professional orchestra operating under a collective bargaining agreement which carries through the 2021/22 season, and also supports the Eugene Symphony Chorus. The Eugene Symphony Association is governed by a 34-member Board of Directors and receives support from the volunteer members of the Eugene Symphony Guild; there is an administrative staff of 10 including full-time and part-time employees. A separate group of five Trustees oversees the Eugene Symphony Foundation currently valued at \$7.6 million in assets. The Eugene Symphony has an operating budget of \$3 million for 2022/23 and has a history of financial stability with a trend toward growth.

## **The City**

Described on its official website as "A Great City for the Arts and Outdoors," Eugene is known for its unique, exciting mix of arts, culture, education, scenic beauty, and passion for recreation. With a population of about 170,000, Eugene is Oregon's second largest city and home to the University of Oregon, where the School of Music and Dance is the most respected in the Pacific Northwest. The Willamette and McKenzie rivers are magnets for water sports and recreation, and more than 100 parks and 2,600 acres of open space offer settings for outdoor activity of all kinds. As an arts and culture destination, Eugene is home to the Eugene Symphony, the Oregon Bach Festival, the Eugene Opera, the Eugene Ballet, Ballet Fantastique, the Eugene Concert Choir, the Hult Center for the Performing Arts, the Jordan Schnitzer Museum of Art, the Shedd Institute, and several theatre companies. Downtown Eugene is a vibrant urban environment with blocks of art galleries, restaurants, and boutique shops.

## **The Position**

The Education & Community Engagement Assistant serves a significant role in supporting the Eugene Symphony's Education & Community Engagement Department which implements 10+ school- and community-based programs. This

position will assist with a wide range of organizational and support tasks, and the candidate must be comfortable working independently as well as working as part of a team. This position will write, edit and review promotional content for Education & Community Engagement Department communications (e-newsletters, website, and social media) and will develop constituent communications. This position will also maintain databases, coordinate mailings, and record meeting minutes.

This position will also assist with event coordination, not limited to: load-in and tear down, generating invitations, coordinating catering, and providing on-site support. This position regularly interacts with a wide range of constituents, including frequent contact with guest artists, venue partners, vendors, conductors, orchestra musicians, school teachers, parents and/or guardians, and students in a fast-paced environment.

### **Candidate Profile**

The successful candidate will have relevant administrative and event coordination experience. The ideal candidate will have excellent organizational skills and a passion for music education. They will have superb written and interpersonal communication skills and be comfortable communicating with patrons, teachers and administrators, volunteer leaders including Board and Guild members, and orchestra musicians. Fine attention to detail is critical to success in this position. The successful candidate will be a person of integrity with a reputation for fairness, honesty, and the highest ethical standards. Knowledge and proficiency in Microsoft Office Suite (Word, Excel, Outlook, Publisher, PowerPoint) and Zoom is a must. This position requires the ability to sit or stand for extended periods of time. Employment is subject to an annual criminal background check.

*Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every qualification as described in a job description. We are most interested in finding the best candidate for the position, and that candidate may be one who comes from a less traditional background. If you are interested in applying, we encourage you to think broadly about your background and qualifications for this role.*

*NOTE: All current administrative employees are vaccinated against COVID-19. Prospective employees must provide proof of vaccination unless they qualify for federally mandated exceptions for sincerely held religious beliefs or medical disability.*

### **Compensation and Benefits**

This position is part-time non-exempt, with a schedule of 15 hours per week at \$17 per hour. Benefits offered include two weeks of pro-rated paid vacation; plus some schedule flexibility; sick leave; paid parking; and ticket privileges to Eugene Symphony events.

### **Applications**

Please send a letter of application that describes both interest in the Eugene Symphony and qualifications for the specific position. Also include a résumé and contact information for at least three references. All applications will be confidential and references will not be contacted without the candidate's consent.

Please submit all requested materials as a combined PDF by email with "Education & Community Engagement Assistant" in the subject line by **Friday, August 26, 2022** to:

Eugene Symphony Human Resources  
hr@eugenesymphony.org

*It is the policy of the Eugene Symphony Association to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable law.*