



TITLE: Community Engagement Assistant
REPORTS TO: Vice President of Community Relations & Learning
STATUS: Full-time, non-exempt
START DATE: TBD

SUMMARY DESCRIPTION

Under guidance from the Vice President of Community Relations & Learning, the Community Engagement Assistant will work in collaboration to manage the administrative needs of the CSO Community programs and support other programs administered by the Learning Team in alignment with the CSO Strategic Plan.

ABOUT THE CHARLOTTE SYMPHONY

The Charlotte Symphony Orchestra (CSO) is one of the premier music organizations in the Southeastern United States and the oldest continuously operating symphony orchestra in the Carolinas. As Charlotte's most active performing arts group, the CSO presents around 175 concerts each season, reaching more than 165,000 music lovers.

With 65 full-time musicians, the Symphony performs throughout the community in a variety of venues, from the Belk and Knight theaters to parks, breweries, community centers, schools, senior care centers, and places of worship. With its mobile stage, CSO Roadshow, the Symphony extends its reach directly into neighborhoods, bringing live music to communities across the region.

Engaging with more than 15,000 students each year, the Charlotte Symphony nurtures the next generation of musicians and music lovers through its four diverse youth orchestras, in-school education programs, instrument coaching, and Project Harmony, which offers free after-school lessons in music and life skills to over 200 students in under-resourced areas.

Founded in 1932, the Charlotte Symphony Orchestra continues to play a vital cultural role in the region and remains committed to the belief that music, accessible to all, enriches and unites our community.

DUTIES AND RESPONSIBILITIES

- Work with the Vice President of Community Relations & Learning to serve as a liaison between community partners and the CSO.
- Communicate with musicians and community partners to schedule services for all Community Engagement programs.
- Communicate to find available musicians and contract them for performance dates.
- Ensure musicians complete scheduled obligations. Compile biweekly musician payrolls for community work.
- Schedule internal and external meetings for community-related events.
- Compile statistical data and survey feedback on yearly programs such as musician participant numbers, demographic information, hours of work engagement, etc.
- Gather relevant information from community members and partners for programs.
- Create and maintain maps displaying yearly programs and relevant information.
- Compile relevant results from the Musician Participant Survey.
- Attend meetings and professional development sessions as assigned.
- Proofread Community and Learning documents as needed (including, but not limited to, emails, curriculum, and flyers).
- Attend Community and Learning Team events as assigned, aiding with set up and audience/musician/partner needs.
- Maintain a database for community partners and performance locations.
- Other duties as assigned.

POSITION REQUIREMENTS

- Relevant education, training, and/or professional experience that demonstrates the knowledge and skills needed for this role. Equivalent combination of education and experience will be considered. Knowledge of music is a plus but not required.
- Strong organizational skills and excellent time management skills.
- Strong attention to detail and ability to juggle many projects and details at once; ability to handle unexpected situations calmly and effectively.
- Excellent verbal and written communication skills.
- An interest in and dedication to working effectively with orchestra members, teachers, community partners, and other important stakeholders.
- Competency with office equipment and technology, including email and Microsoft Office Suite.
- The willingness and ability to work nights/weekends for program events, including being available for scheduled CSO Learning team events, including Roadshow concerts, Community concerts, Family Series concerts, Youth Orchestra rehearsals and performances, and other events as assigned.
- The ability to walk quickly, stand, and move nimbly for extended periods of time. Must be able to lift and carry up to 20 lbs.
- Must have reliable transportation.

TO APPLY

To be considered, interested candidates should send a resume to employment@charlottesymphony.org using the subject line "Community Engagement Assistant." Applications will be accepted by email only. No phone calls, please.

Charlotte Symphony Orchestra is an equal opportunity employer and does not unlawfully discriminate against employees or applicants for employment on the basis of an individual's race, sex, gender identity, sexual orientation, color, religion, national origin, age, disability, veteran status or genetic information. This policy applies to all terms, conditions and privileges of employment, including recruitment, hiring, placement, compensation, promotion, discipline and termination.