

EDUCATION & COMMUNITY ENGAGEMENT MANAGER ERIE PHILHARMONIC

JOB TITLE:	Education & Community Engagement Manager
STATUS:	Full-Time, Exempt
REPORTS TO:	Executive Director
SUPERVISES:	Ensembles Coordinator
SALARY RANGE:	\$50,000–\$58,000, commensurate with experience
JOB TO BEGIN:	Immediately upon offer, if available

The Erie Philharmonic invites applications for Education & Community Engagement Manager, a dynamic opportunity for a creative, organized professional to lead the Philharmonic’s growing portfolio of educational and community programs.

The Erie Philharmonic has significantly expanded its education, youth, and community impact in recent years, today reaching thousands of students, families, educators, and community members through programs in schools, at the Warner Theatre, and throughout the region. The Manager will build on that momentum—ensuring the continued success of established programs while working with colleagues and community partners to expand participation and access, deepen relationships, and identify thoughtful opportunities for continued growth.

The Manager serves as the primary staff owner of the Philharmonic’s education and community engagement portfolio, working across departments and with musicians, educators, volunteers, and community partners to ensure programs are effectively planned, staffed, communicated, delivered, and evaluated. The Manager will directly execute some program activities while coordinating colleagues and partners in areas that fall within their expertise. The Manager also supervises the part-time Ensembles Coordinator and helps provide organizational leadership and support to the Philharmonic’s growing Chorus, Chorus Student Ensembles, and Junior Philharmonic.

JOB DUTIES AND RESPONSIBILITIES

Education Programs

- Lead the planning, administration, and continued development of the Erie Philharmonic’s K–12 education programs
- Oversee annual Youth Concerts at the Warner Theatre, coordinating curriculum development and working across the organization to ensure successful registration, school communication, transportation, seating, volunteer support, and concert-day execution
- Manage the Long-Term Residency (LTR), an intensive Pre-K program combining music instruction, brain-based movement, musician visits, Youth Concert participation, and a culminating school performance
- Manage Grow Up Great, a shorter Pre-K residency combining classroom experiences with musician participation and a culminating concert
- Lead BRAVO!, connecting students already participating in Erie’s Public Schools music programs with Erie Philharmonic musicians and the Symphonic Series through recurring school visits and concert attendance
- Coordinate school visits, master classes, demonstrations, and other educational activities involving Erie Philharmonic musicians, Music Director Daniel Meyer, and visiting guest artists
- Plan and coordinate instrument petting zoos and other hands-on activities introducing children and families to orchestral instruments and music
- Coordinate Philharmonic participation in collaborative education programs, including Erie Arts & Culture’s Education Passport and other partner initiatives
- Develop and maintain strong relationships with teachers, music educators, school administrators, districts, and other education partners throughout the region

Educator & Community Engagement

- Coordinate the Philharmonic's leadership role as hosts and collaborative presenters of an annual Regional Common In-Service for Music Educators in partnership with Erie Arts & Culture and area educators
- Develop opportunities to engage area music educators, including Music Educator Night and other activities
- Plan and coordinate Mini Maestros and other family-focused programs designed to introduce young children and their families to the Erie Philharmonic
- Develop and coordinate community engagement activities that bring Erie Philharmonic musicians and programs beyond the concert hall
- Build and maintain relationships with schools, community organizations, cultural partners, municipalities, and other organizations throughout the region
- Collaborate with colleagues on educational and community components at Erie Phil performances, festivals, and other activities
- Identify partnerships and programs that increase access, respond to community needs, and advance the Philharmonic's mission

Summer Music Camp

- Serve as the lead administrative staff member for the Erie Philharmonic's annual Summer Music Camp, which has grown substantially in recent years and provides intensive orchestral and choral experiences for young musicians
- Work collaboratively with the Ensembles Coordinator, staff and volunteers to plan and execute the camp
- Lead planning for dates, facilities, budget, registration, staffing, scheduling, participant communication, financial assistance, and other administrative and logistical needs
- Work with Marketing to promote camp effectively to young musicians and their families throughout the region
- Work with ensemble leadership to make Summer Music Camp both a valuable standalone educational experience and a welcoming pathway into year-round ensemble participation
- Build on recent growth while evaluating facility, scheduling, program structure, and other needs necessary to support continued development

Program Management, Evaluation & Growth

- Maintain an annual calendar of education and community engagement programs and identify key planning milestones well in advance
- Coordinate responsibilities across Philharmonic departments, ensuring needs involving Operations, Marketing, Development, Finance, Box Office/Patron Services, and other staff are clearly communicated and completed
- Maintain accurate participation data, program records, school and partner contacts, and other information
- Develop and administer methods for gathering feedback and measuring program reach, effectiveness, and impact
- Use participation data, feedback, and community relationships to strengthen existing programs and identify opportunities for responsible growth
- Develop and manage program budgets in coordination with Finance and the Executive Director
- Work with Development to provide program descriptions, participation data, impact stories, and other information for grants, sponsorship proposals, reports, and donor communications
- Stay informed about promising practices in arts education and community engagement and bring new ideas and opportunities to the Erie Philharmonic

Team Leadership & Organizational Collaboration

- Supervise the part-time Ensembles Coordinator, providing guidance, support, and oversight of work and priorities
- Work collaboratively with the Ensembles Coordinator to strengthen connections among education programs, Junior Philharmonic, Chorus Student Ensembles, and Erie Philharmonic Chorus
- Partner with ensemble artistic directors and business managers to support the continued success and thoughtful growth of participatory music programs
- Work closely with Operations on musician personnel, schedules, facilities, production requirements, and equipment
- Collaborate with Marketing on program promotion, participant communications, website needs, and storytelling
- Collaborate with Development to communicate program impact and identify opportunities for philanthropic support
- Participate actively as a member of the Erie Philharmonic administrative staff and contribute to major organizational initiatives and events as appropriate including Warner Theatre concerts and community performances

QUALIFICATIONS

The Erie Philharmonic seeks candidates with the following qualifications:

- Bachelor's degree or equivalent professional experience in arts administration, education, music education, community engagement, nonprofit programming, or a related field
- Excellent organizational and project-management skills and the ability to keep multiple programs, partners, and deadlines moving simultaneously
- Must be able to successfully complete all background checks and clearances required for working with children and youth in schools and other program settings, and have a comfort working in those settings
- Strong written and verbal communication skills and the ability to develop positive relationships with educators, students, families, musicians, community partners, volunteers, and colleagues
- Ability to coordinate work across departments and recognize when to lead directly and when to engage the expertise of colleagues
- Creativity and curiosity about how an orchestra can serve its community, with enthusiasm for thoughtfully growing successful programs
- Ability to supervise, support, and develop a part-time staff member
- Reliable access to transportation and the ability to travel to schools, rehearsal and performance venues, and other program locations throughout the Erie region as needed
- Knowledge of orchestral/classical music helpful but not required; enthusiasm for the Philharmonic's mission and expanding access to great music is essential
- Ability to work independently while collaborating effectively across departments
- Willingness to attend occasional evening and weekend programs and events as needed

WHAT THE ERIE PHILHARMONIC OFFERS

- A comprehensive benefits package including paid time off, health, dental, and vision insurance, plus medical and dependent care flexible spending plans
- Opportunities for professional growth through mentorship, on-the-job training, and learning experiences
- A collaborative and supportive workplace culture that values creativity, initiative, transparency, and teamwork
- The opportunity to play a visible role in the artistic, educational, and community impact of one of America's most vibrant and community-centered orchestras

TO APPLY

Interested applicants should submit a cover letter highlighting relevant experience as well as a resume in PDF format to careers@eriephil.org with the subject line "Education & Community Engagement Manager – Firstname Lastname." Resumes will be reviewed as received, and the position will remain posted until filled. Phone calls and physical mail submissions will not be considered. Please submit any queries by email to careers@eriephil.org. The Erie Philharmonic is an Equal Opportunity Employer.

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned without notice. This is an at-will position, and nothing in this job description alters the at-will status of employment.

No recruiters, please. This search is being managed exclusively by the Erie Philharmonic. We are not working with outside recruiters or staffing agencies and will not accept unsolicited candidate submissions. Please do not contact us to solicit recruiting or placement services for this position.