

THE CHICAGO SYMPHONY ORCHESTRA ASSOCIATION (CSOA) JOB DESCRIPTION

TITLE: Director, School & Family Programs
FLSA STATUS: Exempt
DEPARTMENT: Negaunee Music Institute

Revised July 2022

GENERAL SUMMARY

The Negaunee Music Institute connects people to the extraordinary musical resources of the Chicago Symphony Orchestra. Institute programs educate audiences, training young musicians, and serve diverse communities across Chicago and when the Orchestra tours domestically and internationally.

The Director, School and Family Programs leads planning of the CSO for Kids concert series, which features musicians from the Chicago Symphony Orchestra and reaches over 40,000 children and adults in-person each season. In addition, the person in this position leads the creation of digital content for children and oversees the development and stewardship of partnerships with schools in Greater Chicago with a focus on Chicago Public Schools.

Learn more about the Negaunee Music Institute and its programming for children at cso.org/institute.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Lead artistic planning for all CSO for Kids concerts including Once Upon a Symphony (for ages 3-5), School Concerts (for grades K-8) and Family Matinees (for children ages 5-9), as well as digital content for CSOtv, YouTube and social media. Identify and engage guest conductors, guest artists, and collaborating partners; contribute to concert production and oversee creation of brochures, promotional materials, and preparatory content for parents and teachers.
2. Lead planning, development, and assessment of partnerships with schools grades pre-K through 12, with a focus on engagement of Chicago Public Schools. Create programming centered around arts-integration and instrumental music.
3. Supervise the Senior Manager, School and Family Programs and the Coordinator, School and Community Partnerships.
4. Develop and maintain accurate program budgets.
5. Participate in Institute Board meetings and serve as an Institute staff liaison to select committees as requested.
6. In association with the Development department, contribute to funding proposals, preparation of program updates, and site visits with donors.
7. Communicate about Institute programs internally and externally.
8. Other duties as assigned.

The Chicago Symphony Orchestra Association (CSOA) is an equal opportunity employer where all qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, or national or ethnic origin. We value diversity and inclusion and seek to build and maintain a community and culture that celebrates and values diverse backgrounds, identities, and perspectives. We consider equivalent combinations of experience and education for jobs, and all candidates who believe they possess equivalent experience and education are encouraged to apply.

REPORTING RELATIONSHIPS & KEY CONTACTS

1. Reports to the Director of Education and the Negaunee Music Institute.
2. Supervises Senior Manager, School & Family Programs and Coordinator, School & Community Partnerships.
3. Other key contacts include: guest conductors, artist managers, musicians of the CSO and Civic Orchestra of Chicago, school teachers and administrators, staff from across the CSOA, Negaunee Music Institute Board Members, and individuals and organizations from Chicago cultural and educational organizations.

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KNOWLEDGE, SKILLS AND EXPERIENCE

1. Bachelor's degree, with formal training in music education and/or performance, or equivalent experience, required.
2. At least five years of experience planning educational concerts for a symphony orchestra required.
3. Demonstrated experience creating and delivering music education curriculum required.
4. Experience working directly with community, social, civic, arts and educational organizations required.
5. Knowledge of Chicago neighborhoods and Chicago Public Schools preferred.
6. Diplomacy and sensitivity in communication with many different constituencies.
7. Supervisory experience required.
8. Demonstrated passion for symphonic music and music education.
9. Superior written and verbal skills, exceptional attention to detail, organizational and research skills required. Ability to speak publicly with confidence required.
10. Computer literacy in Microsoft Office programs, including Word, Excel, and PowerPoint required.
11. Flexibility to work some evenings and weekends required.

WORKING CONDITIONS

Pleasant office environment. Currently, CSOA staff splits time between working in the office and working from home.