



Position:	<b><u>Arts Engagement Coordinator</u></b>
Employment Type:	Part-time, 10-20 hours/week regularly scheduled (event weeks and weeks leading up to events may entail working additional hours)
Department:	Education & Community Engagement
Salary Range:	\$18/hour
Reports To:	Senior Manager of Arts Engagement; Director of Education

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### **ABOUT THE ROLE:**

The Arts Engagement Coordinator will work closely alongside the Senior Manager of Arts Engagement in executing administrative, operational, and event production elements of four of the Symphony's engagement programs; arts-X-press, Family Musical Mornings, Lantern Festival, and Lantern Festival Orchestra. The Arts Engagement Coordinator will also work with the Director of Education to execute administrative, operational, and event production elements of Symphony in the Cities.

### **ABOUT THE PRPGRAMS:**

- **Arts-X-press** is a summer arts immersion program for middle school students, focused on process-based learning and social emotional development.
- **Family Musical Mornings** are concerts designed to engage families and children, with activities in the lobby to engage audiences and enhance the concert experience.
- **Symphony in the Cities** are free summer concerts that take place in multiple cities around Orange County, designed to engage families and children with activities to engage young audience members.
- **Lantern Festival** is a day-long festival, which falls at the end of the Lunar New Year celebration and is celebrated with a free family-friendly community festival in partnership with the Irvine Chinese School.
- **Lantern Festival Orchestra** is a multigenerational string orchestra comprised of student and adult string players and joined by members of the Pacific Symphony.

### **PRIMARY RESPONSIBILITIES:**

#### **Arts-X-press**

- Assists with the preparation of student workshops, including communicating with families, procuring supplies, recruiting counselors, and working with counselors to develop an icebreaker activity
- Assists with student workshops in fall and spring, including greeting students, taking attendance and providing on-site support to staff and counselors
- Assists with the Summer Concert (date TBD), including working with the Box Office to secure tickets and greeting participants on-site



### **Family Musical Mornings:**

- Works with Senior Manager of Arts Engagement to determine lobby activities
- Supports the design and creation of program and/or digital companion content related to the concert
- Procures event supplies, décor, and volunteer hospitality needs
- Coordinates and communicates with external partners, including activity facilitators, ensemble leaders, and event consultants
- Supervises a team of volunteers and staff to manage the lobby on event day
- Provides customer service to volunteers, partners, and members of the public

### **Symphony in the Cities:**

- Works with Director of Education to determine Musical Playground activities
- Procures event supplies and volunteer hospitality needs
- Coordinates and communicates with external partners, including activity facilitators and city staff members
- Supervises a team of volunteers to manage the Musical Playground on event day
- Provides customer service to volunteers, partners, and members of the public

### **Lantern Festival:**

- Coordinates and communicates with external vendors and partners, including activity booth leaders, food trucks, ASL interpreters, caterers, etc.
- Coordinates and communicates with lantern installation artists
- Supports the Lantern Festival art contest
- Provides input and ideas for plaza activities and booths
- Procures event supplies and materials; creates signage
- Works with a team, including volunteers and staff, to manage an area of the event on event day, such as front of house or the plaza
- Provides customer service to participants, partners, and members of the public

### **Lantern Festival Orchestra**

- Assists with printing and preparation of music
- Greets participants and takes attendance, assist with room setup, and provides support to staff and conductor at evening rehearsals (5-6 total) leading up to the performance (January-February)
- Captures photo and video at rehearsals for promotional and archival purposes
- Supports participant communication
- Coordinates post-performance celebration event

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

### **EXPERIENCE, QUALIFICATIONS, WORKING CONDITIONS:**

#### **Specific Skills:**

- Project coordination and event management skills – detail oriented, organized, reliable, proactive, and strong follow through
- Strong written and verbal communication



- Excellent customer service skills
- Experience developing and implementing creative and engaging activities for kids
- Demonstrates the ability to communicate and effectively interact with people across cultures, ages, ranges of ability, genders, ethnicities, and races
- Experience working with community and education partners
- The following skills/knowledge are desirable but not required for the position:
  - Cultural knowledge of Asian and/or Asian American communities in Orange County
  - Experience with graphic design
  - Ability to speak and/or write Mandarin and/or Cantonese
  - Musical knowledge
  - Experience working with middle school students
  - Knowledge of the Orange County educational landscape
  - Has a valid driver license and reliable transportation for transporting supplies

### **Supervisory Responsibility**

- Responsible for overseeing a team of event volunteers on event days

### **Working Conditions**

- This position requires working on-site at multiple events. When not on-site, much of the work can be done remotely, if desired. Being able to move around in an event space and lifting of 10-25 pounds may be required.

### **TO APPLY:**

- Email your resume, cover letter and salary requirements to **Eileen Regullano – ERegullano@PacificSymphony.org**
- Please begin your subject line with the words “Arts Engagement Coordinator Search”
- No phone calls please

For more information about arts-X-press, please check out our website! You can see our video and detailed program descriptions by clicking here: <http://www.pacificsymphony.org/arts-X-press>

### **ORGANIZATIONAL BACKGROUND:**

The Pacific Symphony is the largest orchestra formed in the U.S. in the last 50 years and is recognized as an outstanding ensemble making strides on both the national and international scene. Our mission is to inspire, engage, and serve Orange County and the region through exceptional music performances, education, and community programming.

Founded in 1978, Pacific Symphony enriches the human spirit through superior performances of classical and symphonic music. Pacific Symphony is located in Orange County; California's second most populous county, boasting a rich arts tradition strongly supported by an engaged public. The region is a tourism magnet, home of Disneyland, and a major financial and business hub.

Pacific Symphony is a highly dynamic and innovative organization, led artistically by Music Director Carl St.Clair and operationally by President John Forsythe. The Symphony has been designated as a Tier One orchestra by the League of American Orchestras, joining the ranks prestigious orchestra such as the LA Philharmonic, Chicago Symphony, and New York Philharmonic.



Pacific Symphony presents more than 100 concerts annually and serves 250,000 community members. The Symphony is nationally and internationally recognized for performance excellence, strong community engagement through education and other programming and for commissioned new works by contemporary composers. Pacific Symphony twice received prestigious ASCAP Awards for Adventuresome Programming and was showcased in the League of American Orchestras' nationally released publication entitled *Fearless Journeys*. Pacific Symphony's Class Act elementary school education program has been honored by the National Endowment for the Arts and the League of American Orchestras for its exemplary orchestra education.

Resident for much of the year at the renowned Renée and Henry Segerstrom Concert Hall, the Symphony also presents a summer outdoor series at Five Point Amphitheatre. Pacific Symphony is commencing on a music director search to succeed Carl St.Clair who has recently celebrated 35 years as music director and will eventually hold the title of Music Director Laureate when a new music director is appointed. The Symphony also announced the appointment of Enrico Lopez-Yañez as Principal Pops Conductor commencing in the 2023-24 season.

*Pacific Symphony values diversity in its workforce and is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, class, religion, country of origin, political beliefs, (dis)ability, age, sex, gender identity, sexual orientation, protected veteran status, or any factor protected by law.*