

## Co-Director of Learning and Engagement JOB DESCRIPTION

**DATE: August 5, 2022**

**JOB TITLE:**

Co-Director of Learning and Engagement

**REPORTS TO:**

President & CEO

**Shared Leadership and works closely with:**

Co-Director of Learning and Engagement

**LEADS:**

Volunteers, musicians and staff for Learning and Engagement Programs.  
Summer String Institute Director

### **Our Mission\***

*\*NatPhil is currently undergoing an equity transformation journey, and the following mission, vision and values will undergo a revision process anticipated for Fall 2022.*

National Philharmonic engages, inspires, and unites diverse communities across the Washington, DC area through outstanding music performances and innovative education programs.

### **Vision**

To share and amplify the power of music.

### **Values**

- Access and Inclusion
- Collaborative Creativity
- Innovation
- Educational Engagement
- Inspirational Connections

## **Who We Serve**

Based in Montgomery County, Maryland, National Philharmonic serves the metropolitan Washington, DC area, including Central and Eastern Maryland, the District of Columbia, and Northern Virginia.

**Time Commitment:** Flexible part-time schedule of up to 30 hours per week, accommodating the hours needed to perform learning and engagement activities during school hours as well as some evenings and weekends. Availability to support engagement activities connected to NatPhil performances is necessary. As the capacity of the organization evolves, there will be room for growth.

**Salary: \$50,000 plus benefits**

**JOB SUMMARY:** The Department of Learning and Engagement is responsible for designing, developing, administering, strategic planning and evaluating all life-long learning and engagement programs including youth initiatives, community partnerships, guest artist engagement and Creative Aging programs. The Department of Learning and Engagement is led by co-directors, who work together as a team, with other departments internally and externally. This position will primarily lead the Youth Mentorship Program, Lesson Bank and other youth initiatives while its counterpart will primarily lead the Creative Aging, Sphinx Futurist Program, and guest artist engagement. The ideal candidate is a capable self-starter who loves to lead initiatives, while also capable of partnering closely with colleagues to deliver on shared initiatives, like Harmonic Justice. The Co-Director of Learning and Engagement is responsible for taking an active role in equity transformation across the organization. The position shares department leadership responsibilities including supervision of all volunteers and staff involved in delivering any aspect of the programs and representing NatPhil to other arts, education, and civic institutions to promote partnerships in the community.

## **JOB DUTIES AND RESPONSIBILITIES:**

### **Concerts**

- Attend all NatPhil performances and represent the learning and engagement department.
- Curate and oversee any learning and engagement activities in conjunction with NatPhil performances.

### **Education Programs & Partnerships**

- Center equity principles across all aspects of NatPhil's learning and engagement programs.
- Plan and implement all aspects of NatPhil's learning and engagement programs, including Youth Mentorship Program, Lesson Bank, school concerts, key community partnerships, and other initiatives.
- Work in collaboration with the Co-Director of Learning and Engagement to lead implementation and curation of programming as part of Harmonic Justice and Sphinx Orchestral Futurist in Residence programs.
- Set and track quarterly benchmarks for learning and engagement program outcomes. Provide bi-monthly updates to the staff and quarterly updates to the board of directors.
- Use creativity and innovation in developing new programs that aim to incorporate current educational and technological initiatives and cultivate new community partnerships.
- Work in conjunction with Montgomery County, Prince George County Public schools systems, community colleges, and other educational/civic institutions to establish partnerships that are meaningful for students and community members.
- Develop or curate all materials used in professional development for teaching artists, volunteer training, and student preparation for education programs. Oversee the work of any outside contractors in the development of these materials.
- Act as one of the primary spokespersons for NatPhil in learning and engagement matters.
- Oversee the strategy behind the Summer String Institute (SSI) and support Director of SSI program while being present throughout the program.

### **Strategy & Implementation**

- Actively participate in the organizational equity transformation and 5-year strategic planning process, which will include developing equitable education programs for our communities and new communities not currently engaged.
- Collaborate with the President/CEO, Music Director, and NatPhil leadership and Education Board Committee in establishing education goals and initiatives for NatPhil.
- In consultation with the President/CEO develop programs and a plan for achieving those goals; coordinate all activities with the NatPhil's master calendar.
- Develop budgets for each program; monitor the progress of each, and adjust plans as necessary.
- Identify educational trends that may present new opportunities for NatPhil; recommend a course of action that takes this information into account.

- Work closely with the President/CEO and other designated staff in long-range strategic planning for NatPhil; prepare budget projections as needed.
- Collaborate with the Development Department in developing funding proposals and campaigns for ongoing and new educational initiatives.
- Collaborate cross-functionally as needed to implement learning and engagement programs.
- In collaboration with the Marketing Department, oversee marketing and participation for all educational programs, including brochures, fliers, and advertisements as necessary. Partner with the Marketing Department on the promotion of the All Kids, All Free initiative, monthly newsletters, and social media.
- In consultation with the Music Director and President/CEO, direct the orchestra musicians' involvement in ensemble events sponsored by or supporting NatPhil's learning and engagement efforts.
- Work with musicians or the orchestra and chorale to train and engage in learning and engagement programs throughout the season.
- Hire, train, manage, and evaluate the performance of all learning and engagement staff, including interns and volunteers.

### **Board of Directors**

- Work with the Board Education & Community Engagement Task Force leader(s) and other volunteers enlisted to participate in learning and engagement programs.
- Recruit new Board members who represent a broad spectrum of community and education interests.
- Report to the Board on the progress of all education programs; provide other reports and public communications on a bi-monthly basis and as requested.

### **Other**

- Attend concerts of local school groups; act as a liaison between NatPhil and community educational institutions.
- Keep abreast of recent research on music education and DEIA principles; maintain a collection of current resource materials.
- Perform other duties as assigned by the President/CEO
- Live in the DC, MD, VA area.
- Bi-lingual preferred.

### **The ideal candidate will...**

- Have a background in music performance, music education, teaching artistry, k-12 music education or nonprofit management
- Be an equity champion, committed to dismantling the status quo

- Strive for implementing programs that serve the entire community with particular attention to historically resilient communities
- Be committed to innovation beyond what is existing in the current orchestral ecosystem
- Socially engaged and civic minded

The specific qualifications in this description are not intended to be all-inclusive, but rather represent the typical elements and criteria necessary to perform the job successfully. This is a part-time position located in North Bethesda, MD. This is not a fully-remote position, though some remote work may be available.

National Philharmonic celebrates diversity and is committed to providing an equal opportunity to all qualified employees and applicants without regard to age, race, ancestry, national origin, religion, disability, sex, sexual orientation, gender identity or expression, or any other protected status in accordance with the applicable law. We recognize that an individual with a disability may require a job modification or accommodation to enable them to successfully perform a job function, and consideration will be given to such requests.