



**EDUCATION & ENGAGEMENT PROGRAMS COORDINATOR
JOB DESCRIPTION**

Title: Education & Engagement Programs Coordinator
Classification: Full-Time
Reports to: Brooklynn Phillips, Director of Education & Engagement
Department: Education & Engagement

About Bravo! Vail

The Bravo! Vail Music Festival brings world-renowned musicians to picturesque venues throughout the Vail Valley for six weeks, drawing music lovers from around the world. As stewards of exceptional orchestral and chamber music in the Vail Valley, Bravo! Vail is also proud to continue the tradition of providing the very best education programs to youth and adults.

Bravo! Vail Mission: Bravo! Vail enriches people's lives through the power of music by: • Producing the finest performances by the greatest artists; • Fostering music education; • Promoting a lifelong appreciation of the arts.

Bravo! Vail Vision: Once in a lifetime musical experiences. Each and every time.

Bravo! Vail Values: • Advances excellence; • Shares artistic passion; • Acts with integrity and respect; • Embraces collaboration.

Bravo! Vail's administration is a tight-knit, collaborative group of happy, active people who value each other as team members. Each department at Bravo! Vail takes great pride in their work, while also taking great pleasure in the unique Vail lifestyle. The relaxed, dog-friendly office is full of camaraderie (and snacks), and during the summer while the festival is on, the work is intense and the energy is infectious.

Position Summary:

The Education & Engagement Programs Coordinator is responsible for assisting in the execution of the mission of the department: creating meaningful connections and inspiring musical curiosity. There are currently more than 20 Education & Engagement programs or series, categorized into four focus areas:

- Access/Exposure - Remove barriers and create entry points to music
- Instruction - Cultivate and inspire the musician inside every child
- Enrichment - Deepen a person's understanding of music
- Professional Development – Enhance the health and vibrancy of the performing arts field

The Education & Engagement Programs Coordinator is responsible for managing one Education & Engagement intern.

Essential Functions:

- Coordinate the Bravo Vail Music Makers program;
 - Continue to develop violin and piano curriculum in collaboration with teaching staff
 - Manage student enrollment process and assist Marketing with recruitment efforts
 - Coordinate dissemination of teaching resources
 - Manage instrument inventory, rental agreements, and track repairs
 - Communicate with parents, students, and community partners about the Bravo! Vail After-School Piano and Violin Programs
 - Program and execute recitals and community performances throughout the year
 - Capture data annually through surveys and evaluation tools
- Teach group violin classes two days per week as a Bravo! Vail Lead Teacher with assistance of assistant teacher;
- Assist with execution of all access & exposure, enrichment, and professional development summer programs for youth and adults including but not limited to, Pre-Concert Talks, Inside the Music, Little Listeners @ the Library, Community Concert series, community collaborations, Intern Enhancement Activities, and Family Concerts;
- Design and execute Summer Piano and Violin Intensive in collaboration with the Lead Piano and Lead Violin Teachers;
- Hire and manage one seasonal intern;
- Other duties as assigned.

Key Relationships and Collaborations:

- Build and maintain strong collaborative relationships with internal departments and colleagues and coordinate on projects as needed;
- Work closely with numerous external stakeholders and partners including event venues, community partners, local music teachers, students, parents, libraries, vendors and more.

Values, Background and Knowledge:

- A passion for Bravo! Vail's mission to enrich peoples' lives through the power of music;
- Deep connection to Bravo! Vail's core values: *Advances excellence; Shares artistic passion; Acts with integrity and respect; and Embraces collaboration;*
- Ability to interact and develop relationships with co-workers, give and receive constructive input, contribute ideas and viewpoints, adapt to changing circumstances and expectations and commitment to understand and remedy interpersonal conflicts;
- Energetic, flexible, collaborative and proactive team member;
- Excellent judgement and creative problem-solving including conflict resolution skills;
- Self-reliant, but open to growth opportunities;

Skills and Experience:

- Bachelor's degree or commensurate experience; preferably in Music and/or Education;
- A minimum of one year of work experience in music education; ideally violin instruction for elementary students;
- Exceptional written, oral, interpersonal, public speaking and presentation skills; English and Spanish strongly preferred;
- Proficiency in Microsoft Office;
- Ability to learn and develop proficiency in additional technology systems;
- Authorization to work in the U.S. is a precondition of employment;
- Weekend, evening, and holiday work is required at various times throughout the year.

Compensation:

Salary \$40,000 - \$45,000, teaching time paid separately at \$50/hour.

Benefits:

- Group insurance (medical, dental, vision, life)
- Health incentive
- Paid holidays, personal/medical and vacation
- Company matching retirement contribution

We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity, or any other characteristic protected by federal, state or local laws.

How to apply:

Email resume and cover letter to Monica White, jobs@bravovail.org, with subject line: Education & Engagement Programs Coordinator Position.