

Mid-Texas Symphony Society, Inc.
Education Coordinator (Contract) Job Description
Posted: Sunday, July 7, 2024

Job Title: Education Program Coordinator (Contract)

Location: Remote, with events in Guadalupe and Comal Counties

Compensation: Monthly Retainer

Reports to: Executive Director with some direction from Music Director

Summary:

The Education Coordinator will manage and execute educational programs and events for the Mid-Texas Symphony. This role will encompass planning, event coordination, and post-event follow-up for a series of educational projects aimed at young audiences and community engagement. This is a contract position with compensation divided into monthly retainers.

Key Responsibilities:

- **Project Coordination and Management:**
 - **Young People's Concerts (YPC):** Manage logistics, including scheduling, venue setup, and coordination with musicians and staff.
 - Plan and coordinate YPC programs, typically two per season with two 45-minute concerts each. The 2024-25 season dates are September 9, 2024, 9:30 a.m. and 11:00 a.m. in Jackson Auditorium, Seguin, TX, and November 4, 2024, 9:30 a.m. and 11:00 a.m. at Canyon High School Performing Arts Center, New Braunfels, TX.
 - Develop a Teacher's Guide for each program in collaboration with Music Director and Education Committee and circulate to participating schools in advance of each YPC.
 - **Children's Chorus for MTS Holiday Concerts**
 - Serve as the main point of contact and coordinator for events involving a children's chorus, typically the annual holiday concert (in 2024-25 season, on December 14-15, 2024, at Jackson Auditorium, Seguin, TX).
 - Coordinate rehearsals, performance logistics, and communication between all parties involved including fine arts directors, chorus directors and MTS Librarian.
 - **Pre-K Educational Events**
 - Coordinate small ensemble programs geared toward pre-K children in Comal and Guadalupe Counties. The 2024-25 season includes a story-time program geared toward pre-K children, to be performed up

to six times in the following venues: New Braunfels Westside Library, Main New Braunfels Public Library, Bulverde Library, Canyon Lake Library, McKenna Children's Museum, and Seguin Public Library.

- Organize chamber ensembles (string quartet or woodwind quintet) to rehearse and perform and coordinate repertoire with the ensemble leader.
- Manage scheduling, transportation, and event setup at all venues.
- Suzuki Side-by-Side Performance
 - Coordinate the Suzuki students' performance at the MTS season finale concert (in 2024-25 season, on April 27, 2025, at Jackson Auditorium, Seguin),
 - Serve as the MTS liaison for the Suzuki teacher.
 - Coordinate rehearsal and performance logistics in collaboration with MTS Production Manager.
- Administrative:
 - Develop and maintain detailed project plans, timelines, and budgets for each event.
 - Coordinate with musicians, educators, and community partners to ensure smooth execution of all projects.
- Event Execution:
 - Oversee the setup and breakdown of events, ensuring all logistical aspects are handled efficiently.
 - Serve as the primary point of contact during events, addressing any issues that arise.
 - Ensure all events run on schedule and meet the organization's standards for artistic quality and educational value.
- Post-Program Follow-Up:
 - Conduct surveys and collect feedback from participants, educators, and students.
 - Analyze feedback and prepare reports on the success of each event.
 - Implement improvements based on feedback for future events.

Qualifications:

- Interest in a career in music education, arts administration, and/or a related field
- Passion for music education and community engagement
- Experience in event planning and coordination, particularly in educational or musical settings
- Excellent organizational and project management skills

- Strong communication and interpersonal skills with various constituencies, including musicians, volunteers and school administrators, and educators
- Ability to work independently and manage multiple projects simultaneously

Compensation: \$584.00 per month for a yearly contract total of \$7,000.00. Direct deposit available.

To apply please send a resume and three references to Jason Irle, Executive Director at jason@mtsymphony.org. Please no calls. Candidates selected for an interview will be contacted directly. The position is open until filled.

About the Mid-Texas Symphony-

The Mid-Texas Symphony, founded in 1978 by Professor Anita Windecker, brings high-quality classical music and educational programming to the communities of Seguin and New Braunfels. Offering free children's concerts since 1988, the Symphony has impacted over 100,000 children, providing a rare cultural opportunity. Collaborating with community partners, the Symphony aims to ignite passion for symphonic music and secure its place as a premier arts organization. Drawing patrons from across the region and internationally, the Symphony is integral to the cultural fabric of Seguin, New Braunfels, and surrounding areas.

Mid-Texas Symphony's mission is to create memorable experiences to ignite and sustain lifelong appreciation of symphonic music. To embrace and celebrate the joint cultural heritage of our communities through innovative musical partnerships and programs. To engage, enrich, educate, and entertain all communities in Central Texas.