



Events and Community Engagement Manager – Position Description

The Bozeman Symphony is looking for a full-time Events and Community Engagement Manager. The Symphony each concert season presents a repertoire of symphonic and choral music performed for the benefit of individuals, students, and musicians residing in south-central Montana. Performances include 6 subscription performances held at Willson Auditorium (September – April), performances featuring the Symphonic Choir, world-class pianists in recital (twice per season), Symphony at the Shane in Livingston, Montana, a free family concert in February, special fundraising events, and more along with a strong desire to launch a summertime music festival. The Bozeman Symphony and Symphonic Choir have established themselves as significant cultural icons in Montana, whose history is marked by artistic excellence. Its future is dependent upon maintaining a skilled and motivated orchestra whose members bring symphonic music to life.

General Summary: The Events and Community Engagement Manager is responsible for supporting the planning and execution of the Symphony’s performances and events and enhances the depth and reach of the Bozeman Symphony in our community. Responsibilities include the management and coordination of “front of house,” musician and Underwriters hospitality, maintaining a reliable and diverse group of volunteers including recruiting, training, and supervision of volunteer activities at all concerts and events. This position serves as the project manager for the organization’s annual fundraiser. This position supports virtual engagement events. Community engagement activities connect a broad and diverse audience to symphonic music, ensuring all ages, races, ability levels, and socioeconomic backgrounds have an accessible path to the organization primarily through the Far Afield outreach program, music as education within Bozeman’s public and private schools, outreach and engagement activities for touring guest artists and the organization’s Music Director, and ongoing public relations. This position reports to the Executive Director and works closely with all administrative staff of the Bozeman Symphony.

Breakdown of Duties and Responsibilities

Event Management:

- Manage and coordinate all aspects of the “front of house” for concert performances at Willson Auditorium, special events at varying locations, and annual fundraising events including formulation and management of operating policies and practices for such management.
- Manage all volunteer communications, job descriptions, trainings, assignments, and supervision at performances and events to ensure coverage and propriety including formulation and management of operating policies and practices for such management.
- Arrange for appropriate number of volunteers at performances and events.
- Maintain a positive and friendly environment that aims to provide an exceptional volunteer

experience that attracts and retains dependable volunteers. Be comfortable motivating individuals to take part in the volunteer program.

- Regularly recruit volunteers through community events and resources, appropriate media, and orientation meetings.
- Coordinate annual volunteer appreciation initiatives and look for volunteer recognition opportunities (such as thank you notes, awards for special achievements or service, acknowledgment of birthdays, anniversaries, etc.)
- Create and maintain volunteer files, database and other relevant information such as dates to be recognized, current address, emergency information, current phone numbers and areas of interest or ability. Track and record volunteer hours performed.
- Oversee general set-up and tear-down of activities related to “front of house,” musician and donor hospitality at concert performances, and post-concert receptions.
- Serve as the team lead to proactively find solutions related to “front of house” during performances and events.
- Coordinate rush ticket sales with the box office coordinator; determine locations and schedule the appropriate number of volunteers for ticket sales; pick up all monies at the end of rush ticket sales.
- Supervise concession sales picking up all monies at the end of the event.
- First business day following each concert or event, follow up on all issues related to “front of house” in coordination with administrative staff.
- Support all aspects of the organization’s major fundraising events.
- Serve as the organization’s primary project manager for annual fundraising auctions.
- Support all aspects of the organization’s major donor cultivation and stewardship events.
- Support all aspects of the organization’s virtual programs and events.

Community Engagement:

- Prepare and execute a comprehensive community engagement plan; Enhance existing programs and develop new ones that focus on the organization’s key target areas: youth education and outreach, rural outreach and health and wellness providing access to symphonic music throughout our region.
- Identify, establish, and nurture strong collaborative partnerships with external partners including educators, community non-profit organizations, and businesses.
- Maximize exposure in the community for touring guest artists and the organization’s Music Director.
- Oversee the Far Afield program, the Symphony’s accessible community educational outreach which provides free live classical performances to the rural hamlets and communities in southcentral Montana.
- Manage and coordinate the Treats for Tickets Program (dress rehearsal musician treats) with the public schools and outside groups who qualify for participation.
- Networking in the educational community to enhance the Symphony’s relationship with school boards, school administrators, and teachers.
- Creation and management of new educational initiatives; Identify community needs for education and engagement programs that are within the scope of the Symphony’s mission.
- Researching, writing, and editing curriculum-based K-12 study guides relevant to season programming in collaboration with the Public Schools Fine Arts Department and contributing to all education and community engagement materials for marketing and development initiatives.

Office Work:

- Assist the Executive Director in related work as assigned.
- Support administrative team by answering phones, answering questions related to performances and events, selling tickets to performances and events using the AudienceView ticketing management software.
- Build strong relationships with the Symphony's community of musicians, volunteers, board members, patrons, donors, and education, business and nonprofit partners.

Requirements

- A college degree or equivalent experience with 1-3 years previous experience in organizing and coordinating events.
- Team player with effective communication skills, both oral and written, and organizational abilities.
- Detail-oriented with ability to oversee multiple projects from beginning to end.
- High degree of accuracy and exceptional attention to detail.
- Ability to be a self-starter, learn quickly, problem solve, and possess a "can-do" attitude.
- Strong computer skills with proficiency in MS Office (Excel, Word, Outlook).
- Ability to provide exceptional customer service.
- Availability to work concert weekends and special events.
- Must occasionally lift and/or move up to 30 pounds.
- Position requires a valid Montana driver's license and possess a vehicle that can be used for work purposes.

Preferred Qualifications

- Professional experience in arts education
- Passion for arts and classical music.

Salary: \$40,000 / year

Job Type: Full-time

Hours: 9:00 a.m. – 5:00 p.m. Monday – Friday, PLUS availability to work concert weekends and special events.

Benefits: Paid Vacation; Paid Holidays (including Fridays off following performance weekends at Willson Auditorium); Paid Sick Days; Medical, Vision and Dental Insurance; Simple IRA after one-year; Complimentary Tickets to Performances and Events (when available); Flexible Schedule (when available).

To Apply: Please submit your cover letter and resume to info@bozemansymphony.org. The position is open until filled with priority given to materials submitted by April 30th. Submissions without the requested materials will not be reviewed. The Bozeman Symphony is an Equal Opportunity Employer.