

Outreach Program Coordinator, Master Players Concert Series

DEADLINE: APRIL 10, 2019

PAY RATE: CONTINGENT UPON EXPERIENCE

CONTEXT OF THE JOB:

After more than a decade in operation, the Master Players Concert Series (MPCS) at the University of Delaware has grown into a flagship concert presenter in the region. During this time, Master Players has worked tirelessly to make the University of Delaware a world-class cultural destination, while also offering programs that benefit students and community members. The MPCS has undertaken an expansion in all areas, with significant financial backing from the senior UD leadership, and has now grown to the point where more dedicated staff support is required to effectively manage and support all of the working parts of the organization. The Master Players Concert Series Outreach Program Coordinator must be an innovative, versatile self-starter who can independently manage and oversee two outreach programs.

MAJOR RESPONSIBILITIES:

The Outreach Coordinator will manage and oversee the Little Masters Project and the Master Players @ Christiana Care concert series.

Little Masters Project (Design Thinking Academy & UD On-Site Program): The Little Masters Project is an outreach program providing free instruments and lessons to underprivileged students in the Newark/Wilmington area. Lessons are held on the University of Delaware campus and at partner schools. Performance opportunities on stage and at community partner locations are also offered. The LMP Manager is assisted by one graduate assistant and one part-time administrative staff. Primary responsibilities include:

- Recruit, interview and hire teachers
- Enforce protection of minors policies
- Increase awareness of the program to potential participants and members of the public
- Process student applications and manage communication between parents and teachers
- Serve as main point of contact for the program
- Schedule all program activities, including lessons, rehearsals, performances and other public appearances
- Monitor spending and tracking program budget
- Oversee the purchasing and distribution of instruments and other supplies for the program
- Manage HR duties and communication with program staff and instructors
- Arrange one concert and post-concert reception per 12-week session for program participants

Master Players @ Christiana Care Concert Series (MP@CC): The MP@CC Concert Series brings the world-class musicians who perform on the Master Players Concert Series to offer free outreach

performances to patients, medical staff, and parents in public spaces of the Christiana Hospital. The MP@CC manager is assisted only on concert days by 2-3 staff. Responsibilities include:

- Serve as the main point of contact for the relationship between Master Players and Christiana Care
- Manage artists through the entire relationship, including negotiating fees, creating and executing contracts, planning travel and accommodations, and arranging payments
- Work with Artistic Director to plan repertoire and performance structure, producing concert programs for concert attendees
- Work with the MP marketing team to create marketing pieces and press releases for each event and partner with Christiana Care to distribute
- Produce concert events, including rental and tunings of pianos and other instruments when needed, setting up audio tech when required, attending the event to supervise and to do interviews and collect marketing material

QUALIFICATIONS:

- A minimum of three years of experience in educational program and/or event coordination, with a Bachelor's Degree preferred
- Requires organizational skills; the ability to coordinate multiple tasks concurrently
- Demonstrated ability to use advanced techniques in spreadsheets and databases
- Knowledge of Google Docs, Google Sheets and Microsoft Office Programs (primarily Word, Excel and PowerPoint) is required
- Strong interpersonal skills with the ability to communicate effectively. Ability to foster a cooperative environment and to work in a congenial fashion with peers, parents, students and other program constituents
- Experience working effectively with wide range of constituencies in a diverse community
- Excellent writing skills required
- Knowledge of University policies and procedures preferred

TO APPLY: Send resumes to Melissa Kitchen, General Manager, Master Players Concert Series mkitchen@udel.edu