Outreach Coordinator - UD Master Players Concert Series
Pay rate: Dependent upon experience ($18-22/hour, approx. 15-20 hours/week)

Job Description

General Summary

The Outreach Coordinator will coordinate Master Players’ educational outreach programs, which currently includes the Little Masters Project (LMP) and the Backstage Pass Program. They will also coordinate outreach events associated with Master Players’ concerts and programs. The Outreach Coordinator is a paid part-time position, with an average of 15-20 hours of work per week.

RESPONSIBILITIES

Outreach

- Serve as the main point of contact for all outreach programs
- Oversee, coordinate and track the work hours of all outreach program staff and teachers
- Recruit, interview, hire and train teachers for the Little Masters Project
- Increase community engagement and raise awareness about the programs to potential participants, teachers and the public
- Coordinate with local educators to enroll program participants
- Process LMP student applications and manage communication between parents and teachers
- Enforce protection of minors policies in all outreach programs
- Schedule all program activities, including lessons, rehearsals, performances, Backstage Pass receptions, etc.
- Create and track program budgets and oversee the purchasing and distribution of instruments, food, and other supplies
- Arrange one LMP concert and post-concert reception per 12-week session for program participants
- Maintain records of program participants and create progress reports at the end of each session
- Collaborate with community partners to organize outreach performances, lectures, exhibits and workshops
- Coordinate travel and itineraries for outreach lecturers and performers
- Work with community partners to promote outreach events to target individuals and communities
- Attend all outreach events in person to oversee and direct activities

REQUIREMENTS
• Ideal candidate will have a bachelor’s degree in Music, Education, Human Services, or another relevant field
• Experience in education, community outreach, and/or performing arts is ideal
• Strong creative, analytical and project management skills
• Knowledge of Google Drive (Google Docs/Sheets) and/or Microsoft Office (Word/Excel)
• Experience with email marketing (Constant Contact is a plus) and social media (Facebook, Instagram and YouTube) is a plus
• Ability to work some nights and weekends required

Required docs:
Please email your resume and cover letter as PDFs to masterplayers@udel.edu.