
Hiring Announcement

Manager of Education & Community Outreach (Part-Time)

Job Description: Manager of Education & Community Outreach (Part-Time)

Reports to: Executive Director (works in close consultation with the Music Director)

Status: Part-time, W-2, non-exempt (hourly)

Hours: Approximately 9 hours per week (about 470 hours per season), scheduled flexibly around programs and concerts, including some evenings and weekends

Compensation: \$18.00 per hour

Works with: Board Education Committee, teaching artists and instructors, orchestra musicians, school and community partners, and the Symphony staff team

Location: Salisbury / Rowan County, North Carolina, with travel to schools, partner sites, and performance venues

To apply for this position, please send a cover letter and resume to Executive Director Peter Ferretti; director@saliburysymphony.org

Applications will be accepted on a rolling basis, applications received before August 15 will receive priority.

Position summary

The Manager of Education & Community Outreach is the Salisbury Symphony's lead ambassador beyond the concert hall. This part-time position bolsters the Symphony's core education programs and builds the orchestra's presence in the community.

This is a hands-on, part-time role for an organized program-builder and natural relationship-builder who can move between curriculum, event logistics, community partnerships, and clear communication. The work is scoped to fit approximately nine hours per week; the Manager and Executive Director will prioritize duties together each month so effort stays focused on what matters most in a given part of the season.

Core responsibilities

1. Education programs (primary focus)

- Lead and coordinate the Symphony's core education programs (After School Strings, After Work Strings, Youth Orchestra, Young People's Concerts, and the SSO Summer Camp) in consultation with the Music Director and Executive Director.
- Contract, schedule, and supervise teaching artists and instructors for education programs.
- Set program dates and times with the Executive Director, and reserve locations for classes, camps, rehearsals, and performances.
- Order and distribute educational materials as needed.
- Coordinate the Salisbury Symphony Young People's Concerts, including teacher resources, student preparation, and day-of logistics.
- Administer relevant scholarship programs, including applications, selection, and notification.
- Communicate proactively with parents, guardians, and participants about schedules, policies, and changes.

2. Community outreach & partnerships

- Serve as the Symphony's primary contact with public and private schools in Rowan County and surrounding areas.
- Build and maintain relationships with school music teachers, administrators, parents, and select community organizations.
- Plan and staff a focused set of community engagement events each season — such as pop-up or neighborhood performances, open rehearsals, instrument "petting zoos," or pre-concert experiences — as agreed with the Executive Director.

3. Access & audience development

- Support accessibility and inclusion efforts that lower barriers to participation, such as student and family ticket-access programs.
- Partner with staff to help convert program participants, students, and families into concert attendees, supporting the patron journey.

4. Program support & administration

- Track program participation and outcomes, and supply narratives, data, and impact stories to support grant reporting and fundraising.
- Provide program descriptions, photos, and content (with permissions) to support marketing and communications.
- Serve on and advise the Board's Education Committee on program design, outcomes, and needs.
- Maintain accurate program, roster, and participant records, and track program spending against the education and outreach budget.
- Perform other duties as assigned by the Executive Director, within the scope of the position's hours.

Qualifications

Required

- Two or more years of experience in education, community engagement, program coordination, or nonprofit administration — or equivalent education.
- Genuine passion for classical music and its power to serve communities.
- Excellent relationship-building and communication skills across diverse audiences and ages.
- Strong organization and the ability to run multiple programs and deadlines within limited weekly hours.
- Comfort with everyday technology, including Google Suite, Microsoft office, email, and participant-management tools.
- Reliable transportation and a flexible schedule, including some evenings and weekends.
- Ability to pass a background check, as this position involves work with minors.

Preferred

- Experience teaching or designing curriculum, especially in music; string education preferred.
- Familiarity with the Rowan County / Salisbury region, its schools, and community organizations.
- Experience with grants, sponsorship, or fundraising.

Key competencies

- Community builder — turns first encounters into lasting relationships.
- Program coordinator — runs reliable, high-quality programs on a part-time schedule.
- Prioritizer — focuses limited hours on the highest-impact work.
- Mission storyteller — communicates the Symphony's value in ways that inspire participation.

Compensation

This is a part-time, hourly, W-2 position paid at \$18.00 per hour, for approximately nine hours per week (about 470 hours per season), subject to all required withholdings and deductions. Hours are scheduled flexibly by agreement with the Executive Director. The Manager may be eligible for additional compensation for Summer Music Camp or other approved special programs, as determined in writing by the Symphony.

The Salisbury Symphony is an equal opportunity employer. We are committed to building a team and serving audiences that reflect the diversity of our community, and we welcome applicants of all backgrounds. This job description outlines the general nature and level of work expected and is not an exhaustive list of all responsibilities, duties, and skills required.