



## POSITION DESCRIPTION

**Position Title:** Director of Learning and Social Impact  
**Department:** Learning and Social Impact  
**Reports to:** President & CEO  
**FLSA status:** Salaried/Exempt  
**Working hours:** Includes some evening and weekend hours

### **POSITION OVERVIEW**

The Director of Learning and Social Impact, (DLSI), partners with the CEO, Music Director, musicians, staff and Board of Directors leadership to plan, create, implement and evaluate education and community engagement programs as well as diversity, equity, and inclusion (DEI) initiatives. Programming includes “Discovery” young people’s concerts, chamber music programs, in-school workshops, family concerts, the Young Artists Competition, Instrument Discovery Labs, adult education programs, BIPOC musician fellowships, the Joyce C. Willis artist residency, DEI training and advancement throughout the organization. A member of the staff leadership team, the DLSI works to develop relationships with community partners and supports fundraising for related programming. This position requires familiarity with current trends in music education and curriculum, familiarity with best practices in DEI programs, and the ability to work effectively with all stakeholders. Strong decision-making and communication skills, the ability to prioritize effectively and remain calm under pressure, and demonstrated team-building success are highly valued.

### **KEY DUTIES AND RESPONSIBILITIES:**

#### DEI Initiatives

- Work with the President and CEO and DEI Committee to create programs and policies that reflect the HSO’s commitment to diversity, equity, and inclusion.
- Manage the implementation of all DEI projects, communications, training, and other DEI initiatives in partnership with Board, staff, and musician leaders and throughout the entire organization.
- Provide superior customer relations by being the first point of contact for internal and external partners, assisting and answering questions, and coordinating efforts regarding DEI initiatives.

#### Education and Community Engagement Programs

- Collaborate with HSO Music Director, Assistant Conductor, musicians, and staff to develop program goals, themes, and repertoire, create scripts, digital media and other technical elements, hire guest artists as appropriate, and help inform rehearsal strategies.
- Create Teacher’s Guides and similar support materials where appropriate and manage distribution to schools and partners.
- Collaborate with HSO musicians in the creation of chamber music programs and workshops for schools and community partners.
- Develop and lead professional development programs for HSO musicians as required.

#### Administrative & Communications

- Interpret and effectively administer appropriate sections of HSO musicians' collective bargaining agreement to facilitate effective programming.
- Assist fundraising and marketing for relevant programming in collaboration with HSO staff and vendors.
- Manage program evaluation and gather feedback from community partners to ensure internal goals are met and appropriate community impact is realized.
- Facilitate meetings of the HSO DEI Committee and Education and Community Engagement Committee in partnership with committee chairpersons.
- Perform other relevant duties and special projects as needed.

**Direct Reports:** Assistant Manager of Learning and Social Impact

### **EXPERIENCE REQUIRED**

- Bachelor's degree (Music or Music Education preferred) plus 3-5 years experience in music/music education, diversity initiatives or related fields. Previous experience in the orchestral field and the basic ability to read an orchestral score is a plus.
- Strong interpersonal, written and verbal communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Proven leadership and decision-making skills.
- Proficiency in MS Office software; experience in OPAS is desirable.
- Occasional use of a vehicle is required for this position.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is regularly required to sit, stand and may occasionally lift and/or move up to 25 pounds and be able to stand for up to 4 hours.

### **ABOUT THE HSO**

Founded in 1934, the HSO delivers uniquely powerful and emotional experiences that lift and transform the spirit and help create vibrant communities in the Greater Hartford area. With an operating budget of approximately \$5.5M, the HSO presents more than 75 concerts annually, including Masterworks, POPS!, Sunday Serenades, Discovery Concerts, Symphony in Schools, Community Concerts, the Talcott Mountain Music Festival, and more. In 2011, Carolyn Kuan was named the HSO's tenth music director, the first woman and youngest person to hold this title. She has led the HSO to new artistic heights with community-focused concerts, dedication to diversity of artists and composers, and innovative programming. The Bushnell Performing Arts Center is home to the HSO's administrative offices and is its primary performance venue with two theaters and several multi-function spaces. The Simsbury Meadows Performing Arts Center hosts the HSO's Talcott Mountain Music Festival for five weeks each summer. The 2023-24 season will see a complete rebranding campaign come to fruition, with revised messaging, graphic design elements and HSO logo.

**Compensation:** \$65,000 - \$75,000 annual salary plus comprehensive benefits package including vacation and personal time, health and dental insurance, 403b retirement plan and more.

**Please submit cover letter and resume to:** [jobs@hartfordsymphony.org](mailto:jobs@hartfordsymphony.org)

*The HSO is a Not-For-Profit, Equal Opportunity Employer, proud to serve Connecticut and its citizens. The Hartford Symphony Orchestra is committed to creating a diverse, equitable, and inclusive work environment, and strongly encourages BIPOC, members of the LGBTQ+ community, immigrants, and differently abled candidates to apply.*