



Position Title	Education and Community Engagement Coordinator
Responsible to:	Manager: Education and Community Engagement

NZSO Vision, Mission & Values

Vision

The NZSO is Aotearoa New Zealand’s most loved entertainment brand.

Mission

To delight, surprise and excite Aotearoa New Zealand through memorable musical experiences

Values

Fresh	We play old music like it was written yesterday and inhabit new music in a way that’s familiar
Fearless	We are not constrained by convention or location
In Front	We are world-class in everything we do
He Herenga Whenua	Inspired by, and connected to this awe- inspiring country, we take excellence and turn it into a shared experience for all New Zealanders

Position Purpose

Support the Education and Community Engagement team in both the coordination and delivery of activities, including participating in the development and implementation of future initiatives across all four strands (*For Schools, For Young Musicians, For Communities and Accessibility*). Key projects the Education and Community Engagement Coordinator role will be responsible for are:

- NZSO NYO Composer-in-Residence
- Gendie Jury performances
- NZSO Foundation Masterclasses
- NZSO Conducting Fellowship
- NZSO Todd Young Composer Awards
- Open Doors
- NZSO Emerging Artists
- Side-by-side sessions
- Education and Community Engagement newsletter, *Sound Bites*

Coordinating and taking minutes for the NZSO Education Players Committee meetings

Working Relationships

Internal:

- Senior Manager and Manager: Education and Community Engagement
- Animateur
- NZSO employees at all levels

External

- Project/programme participants, students (and their parents/guardians)
- Community groups, arts companies and organisations

Key accountabilities	Deliverables/ Outcomes
Project Coordination and Administration	<ul style="list-style-type: none"> • Recruitment and application processes are successfully managed for the current and following year. • Maintain and develop the databases in Tessitura for education and community engagement projects. • Maintain accurate non-financial records for education and community engagement projects. • Update and maintain ArtsVision events for education and community engagement projects • Provide highlights to the Senior Manager: Education & Community Engagement for the Friday Flash newsletters and season's highlights for the Education Board report as required. • Provide activity updates, evaluations, recommendations, and reports throughout the year as required • Take minutes in meetings as required • Create and organise the distribution of the Education newsletter <i>Sound Bites</i> in consultation with the Marketing Team.
Communication and Marketing	<ul style="list-style-type: none"> • Respond to project-related inquires and communicate with project participants • Liaise with Marketing Executive and Brand & Content Specialist to implement website and social media updates • Use Wordfly to send project-related EDMs • Liaise with NZSO players as required • Produce and distribute post-project surveys as required.
Project Delivery	<ul style="list-style-type: none"> • General support and assistance to education and community engagement projects to ensure successful delivery. • Act as Facilitator for the delivery of Online Classroom Sessions • Assist with school concerts as required

Key accountabilities	Deliverables/ Outcomes
Health and Safety (for self)	<ul style="list-style-type: none"> • Work safely and take responsibility for keep self and colleagues free from harm. • Report all incidents and hazards promptly and know what to do in an emergency. • Cooperate in implementing return to work plans and contribute to a safe and healthy workplace for all NZSO staff. • Be aware of and follow all requirements in the Health and Safety and Personnel Manual policies and procedures.

Person Specification	
Experience	<ul style="list-style-type: none"> • Previous experience in coordination or administration roles • Previous experience in music education and community engagement • Project management experience required
Qualifications	<ul style="list-style-type: none"> • Tertiary qualification in music •
Skills	<ul style="list-style-type: none"> • Can communicate effectively both orally and in writing • Work effectively and collaboratively as a member of a team • Able to collect, analyse and process information • Able to plan, organise and prioritise workloads and self manage • Comfortable working to deadlines and under pressure • Have high attention to detail • Competent in the use of MSOffice and in particular with MS Excel and Word
Knowledge	<ul style="list-style-type: none"> • Orchestra music education, including classical music and a knowledge of the performing arts sector • Familiarity with NZ music education institutions • Project coordination and administrative principles and processes
Personal Attributes	<ul style="list-style-type: none"> • Work methodically and systematically with an eye for detail • Have a positive and “can do” attitude • Self-learner and able to work autonomously • Commitment to the team and to producing quality work • Provides and receives constructive feedback and is receptive to new ideas. • Alignment with NZSO values