



Job Overview

The Wisconsin Conservatory of Music, the leading community music school in southeast Wisconsin, is seeking an individual who is dedicated to the field of community arts and music education to fill the role of Education Manager. As an integral part of the Education department, the Education Manager is primarily responsible for planning and coordinating Education department activities to support lessons, classes, ensembles and WCM's community partnership program – Connections.

The Education Manager provides direct support to the Director of Education and Executive Vice President of Advancement and Education. The Education Manager will work at the McIntosh|Goodrich Mansion and must be willing to travel to multiple partnership program sites. Occasional attendance at weeknight and weekend events is required.

The mission of the Wisconsin Conservatory of Music is to provide the finest musical education to the aspiring professional performer as well as to children and adults who desire cultural enrichment or musical self-fulfillment. The Conservatory provides musical experiences to students from age four months through senior citizen, to both amateur and professional abilities. We work to develop creative, artistic, and whole individuals. Programming enhances life in southeastern Wisconsin through exceptional music instruction and performances that nurture generations of innovative, inspired and visionary citizens. The Conservatory annually reaches over 16,000 individuals throughout southeast Wisconsin through individual lessons, classes, festivals, camps, concerts, fundraising events, and WCM community partnership program - Connections.

Job Title: Education Manager
This position reports to: Director of Education
Employment Classification: Exempt
Work Hours: Full-Time

Duties & Responsibilities

The duties of this position include, but are not limited to:

- Coordinate faculty schedules and partnership site visits.
- Manage summer camps.
- Create and update Connections data files and spreadsheets.
- Schedule and organize professional development opportunities for faculty.
- Coordinate student recruitment efforts between Marketing and Education departments.
- Provide administrative support for Education programs with Connections
- Coordinate calendar and concert activities with Marketing and Student Services departments.
- Duties as assigned.

Qualifications

- BA or BM in Music Performance, Music Education or Arts Administration.
- Strong computer skills including Microsoft Office Suite; prior experience with invoicing is preferred.

Related Experience

The successful candidate for the position of Education Manager will inspire confidence and professionalism, generate excitement for Conservatory programs, possess exceptional written and verbal communication skills, and a willingness to take on multiple projects at one time while maintaining a can-do attitude. BA or BM in Music Performance, Music Education or Arts Administration.

Salary

Pay is commensurate upon experience.

Submit cover letter, resume/CV and the names of three (3) relevant references to Rachel Fritz (rfritz@wcmusic.org). References will not be contacted without permission of the applicant. No phone calls.

The Conservatory is committed to the principle of equal opportunity in employment and in the operation of our education programs and activities. The Conservatory prohibits discrimination based upon race, color, religion, gender, sexuality, national origin, age, disability, and other characteristics protected by applicable federal, state, and local law.

About Milwaukee: The city, the largest metropolitan area in Wisconsin, overlooks beautiful Lake Michigan. Containing a rich cultural heritage the city is filled with cultural attractions such as the Milwaukee Art Museum, Milwaukee Symphony Orchestra, Summerfest, Milwaukee Repertoire Theater and a highly active festival season in the summer and fall.