



## **Community Engagement Coordinator**

Part-time

TFO's Community Engagement Coordinator will be responsible for coordinating the partnership with Prodigy Cultural Arts Program in Tampa with The Florida Orchestra. Duties may include coordinating musicians and volunteers, program implementation, and evaluation. Additional duties may be assigned to the coordinator position after the initial implementation of the program. The Community Engagement Coordinator will work 15-20 hours per week, and will be expected to attend events outside of the 9am-5pm work day. Will work some weekends, flexible office schedule.

### **Essential Duties and Responsibilities**

- Coordinate the "Orchestra Explorations" program for the Prodigy Cultural Arts partnership in Tampa
  - Work with the Community Engagement Director to develop programming
  - Coordinate volunteer and musician schedule
  - Manage details and communications
  - Design and execute effective program evaluation
- Handle administration for Prodigy Cultural Arts Program with The Florida Orchestra
- Other duties as assigned

### **Qualifications**

- Bachelor's degree in music, arts, or education field preferred
- Interest in building a music program for at-risk students
- Excellent attention to detail and organizational skills
- Excellent interpersonal skills
- Must be qualified to live and eligible to work in the United States as of April 1, 2018
- Must own or have access to a vehicle and have valid driver's license
- Must complete a criminal background check upon accepting the position

Prodigy is a research-based prevention and diversion program for at-risk students in grades 1 through 12. Prodigy uses visual and performing arts as a way to reach over 3,000 students (annually) who live in high-risk neighborhoods. For more information: <http://www.uacdc.org/index.php/about-prodigy>

Job Type: Part-time, maximum of 20 hours per week

This is a temporary position, dependent upon continued funding

**To apply:** Send cover letter and resumé to Erin Horan, Community Engagement Director at [ehoran@floridaorchestra.org](mailto:ehoran@floridaorchestra.org).