

Job Title: Director of Education & Engagement
Location: Medford and Jacksonville, Oregon
Annual Salary Range: \$50-65,000
Reports to: Chief Program Officer
Supervises: Seasonal part-time Education Assistant
Duration: Full-time
FSLA Status: Exempt



Britt Music & Arts Festival seeks a DIRECTOR OF EDUCATION & ENGAGEMENT to join our team.

POSITION SUMMARY

The Director of Education & Engagement leads the planning and implementation of educational programs for children, youth, families, and adults. Reporting to the Chief Programs Officer and as a member of the Programs Department, this position is responsible for managing all details required to successfully produce programs including the Britt Kids Concerts, residencies in schools, intergenerational creative placemaking projects, and other educational programs to be determined as reflected in the Strategic Plan and in consultation with the CPO and the CEO. Additionally, this position implements a number of community engagement programs including booking of local bands for the Enfield Performance Garden Stage and other future initiatives to increase collaboration between Britt and the community it serves.

DUTIES AND RESPONSIBILITIES

Education

- Work with the Programs Department to outline an integrated season of year-round events – balancing musicians who are on Britt’s mainstage, local artists, and world-class children’s performers from around the country. Proactively create opportunities for crossover programming with other members of the Programs team (for example, engaging orchestra musicians to work with Britt Education for visits during the school year)
- Identify new opportunities and create proposals (for review by the CPO and CEO) for new programs that address the key objectives of Britt as outlined by the CEO and Strategic Plan
- Work with the Production Manager, Stage Manager, and production personnel to identify needs for Britt Kids Concerts and other performances; manage concerts and residencies
- Work with schools in Jackson and Josephine Counties to place artist residencies in schools

Engagement

- Working closely with the CPO for genre alignment and scheduling, research and book local bands for the Enfield Performance Garden stage pre-concert performances
- Plan and implement new and growing projects, aligning with the annual goals set by the CEO and Strategic Plan and in ongoing consultation with the CPO. Set long term goals for program growth and build partnerships
- Collaborate with community partners to identify opportunities to work together, for example by presenting residencies in schools with visiting performers from another organization
- Manage requests, scheduling, and delivery of tickets for free and low-cost community ticket initiatives

Administration

- In conjunction with the CPO and the CEO, develop annual budget proposal and – upon approval – manage expenses and earned revenue streams within approved amounts
- Coordinate with Development and Marketing staff to coordinate language for publicity and fundraising efforts
- Track demographic information for grant purposes, working with the Development Department to outline what details are useful
- Administer contracts: negotiate details within agreed-upon parameters for each artist; write contracts for review by CPO; and send to CEO and artists for signatures
- Ensure all administrative needs for visiting artists (examples: entering teaching artists and staff into the Medford School District ViM system prior to visits; sharing contracts/invoices with the Finance Department for processing)

Concerts and Other Events

- Attend or be on-call for *all* education performances and residencies, managing on-site operations for these events
- Attend other required special events as assigned

COMPENSATION & BENEFITS

This full-time exempt position is in Band D of Britt's compensation structure and offers a starting salary in the range of \$50-65,000 annually. Additionally, Britt offers an excellent benefits package including 100% of health, dental, and vision insurance paid for employees beginning the first day of the month following employment; life insurance coverage of \$25,000 comprising two separate policies; 16 annually accrued days of flexible time off plus extended sick leave; 11 paid holidays; and a paid week off every year between Christmas and New Year's days. At three years of service, employees are eligible for 50% of family/dependent health insurance coverage and additional flexible time off days. Britt employees also receive perks like complimentary concert tickets.

TO APPLY

Please submit a statement of interest and a resume to jobs@brittfest.org. Please use the subject line "Education Director application – YOURLASTNAME. Applications will be reviewed beginning May 10, 2024.

Britt Music & Arts Festival is committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, sex, pregnancy (including childbirth, lactation and related medical conditions), national origin, age, physical and mental disability, marital status, sexual orientation, gender identity or expression, military and veteran status, and any other characteristic protected by applicable law. Britt believes that diversity and inclusion among our teammates is critical to our success, and we seek to recruit, develop, and retain the most talented people from a diverse candidate pool. All are encouraged to apply.

ABOUT THE ORGANIZATION

Mission: Britt Music & Arts Festival shares extraordinary live performances and arts education experiences that inspire discovery and build community, anchored at the Britt Hill amphitheater.

Britt Music & Arts Festival is a community-based arts organization founded in 1963 in Jacksonville, Oregon. Britt provides the best in arts entertainment, engagement, and education to Southern Oregon audiences through a diverse array of live arts events: approximately 30 popular music & comedy shows, 6-7 orchestra performances, and dozens of admission-free education events each year. Recent performers include: violinists Anne Akiko Meyers and Alexi Kenney, country star Kelsea Ballerini, blues legend Buddy Guy, Pulitzer prize-winning composer and musician Caroline Shaw, contemporary jazz icon Norah Jones, and so many more. Britt's programs and grounds are enjoyed by around 100,000 people each year, and we strive to serve the broadest possible community with opportunities for discovery through the arts. Britt's primary performance venue is the amphitheater and public park known as the Britt Hill, which we steward 365 days per year.

Learn more at brittfest.org.