



Arts Engagement Coordinator Job Description

Job Title: Arts Engagement Coordinator

Compensation: \$18/hour

Department: Education & Community Engagement

Reports to: Arts Engagement Manager

Employment Status: Temporary, part-time

Approximate Hours: 15-20 hours/week*; November 2022 – April 2023

**weeks leading up to events may entail working up to 25-30 hours*

**event week may entail working up to 40 hours*

Position Summary: The Arts Engagement Coordinator will work closely alongside the Arts Engagement Manager in executing administrative and event production elements of two of the Symphony's engagement programs; Lantern Festival and arts-X-press. Lantern Festival is a day-long festival, which falls at the end of the Lunar New Year celebration and is celebrated with a free family-friendly community festival in partnership with the Irvine Chinese School. Arts-X-press is a summer arts immersion program for middle school students, focused on process-based learning and social emotional development.

Essential Functions:

Lantern Festival:

- Coordinates and communicates with external vendors and partners, including activity booth leaders, food trucks, ASL interpreters, caterers, etc.
- Coordinates and communicates with lantern installation artists
- Supports the Lantern Festival art contest
- Provides input and ideas for Little Lantern Fest on the plaza
- Procures event supplies and materials; creates signage
- Creates systems for collecting and organizing performer information
- Works with a team, including volunteers and staff, to manage the plaza on event day (Feb 18), including event flow and entry, outdoor activities, and Little Lantern Fest
- Provides excellent customer service to participants, partners, and members of the public

Lantern Festival Orchestra

- Assists with printing and preparation of music

- Greets participants and takes attendance, assist with room setup, and provides support to staff and conductor at evening rehearsals (5-6 total) leading up to the performance (January-February)
- Helps support participant communication

Arts-x-Press:

- Assists with the preparation of alumni workshops, including communicating with families, procuring supplies, recruiting counselors, and working with counselors to develop an icebreaker activity
- Assists with the alumni workshops (Nov and April), including greeting students, taking attendance and providing on-site support to staff and counselors
- Supports student recruitment for summer 2023 by attending meetings with school districts and/or partners, posting flyers in the community, researching potential partners, etc.
- Supports student registration and enrollment by following up with prospective and accepted students, communicating with families, and attending prep meetings

Skill Set and Background:

- Project coordination and event management skills – detail oriented, organized, reliable, proactive, and strong follow through
- Strong written and verbal communication
- Excellent customer service skills
- Demonstrates the ability to communicate and effectively interact with people across cultures, ages, ranges of ability, genders, ethnicities, and races
- Experience working with community and education partners
- A plus: cultural knowledge of Asian and/or Asian American communities in Orange County
- A plus: ability to speak and/or write Mandarin and/or Cantonese
- A plus: musical knowledge
- A plus: experience working with middle school students
- A plus: knowledge of the Orange County educational landscape
- A plus: has a valid driver license and reliable transportation for transporting supplies

Supervisory Responsibility: Responsible for overseeing a team of event volunteers on event day

Working Conditions: This position requires working on-site at multiple events. When not on-site, much of the work can be done remotely, if desired. Being able to move around in an event space and lifting of 10-25 pounds may be required.

Note: Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

Application Procedure

Please e-mail or mail resume and cover letter:

- Attention: Eileen Regullano
- Subject: arts-X-press Coordinator Search
- E-mail: ERegullano@PacificSymphony.org
- Address: 17620 Fitch Ave., Suite 100, Irvine, CA 92614

For more information about arts-X-press, please check out our website! You can see our video and detailed program descriptions by clicking here:

<http://www.pacificsymphony.org/arts-X-press>

Organizational Background

The Pacific Symphony is the largest orchestra formed in the U.S. in the last 50 years and is recognized as an outstanding ensemble making strides on both the national and international scene. Our mission is to inspire, engage, and serve Orange County and the region through exceptional music performances, education, and community programming.

Founded in 1978, Pacific Symphony enriches the human spirit through superior performances of classical and symphonic music. Pacific Symphony is located in Orange County; California's second most populous county, boasting a rich arts tradition strongly supported by an engaged public. The region is a tourism magnet, home of Disneyland, and a major financial and business hub.

Pacific Symphony is a highly dynamic and innovative organization, led artistically by Music Director Carl St.Clair and operationally by President John Forsythe. The Symphony has been designated as a Tier One orchestra by the League of American Orchestras, joining the ranks prestigious orchestra such as the LA Phil, Chicago Symphony, and New York Philharmonic.

In most years, Pacific Symphony presents more than 100 concerts annually and serves 250,000 community members. The Symphony is nationally and internationally recognized for performance excellence, strong community engagement through education and other programming and for commissioned new works by contemporary composers. Pacific Symphony twice received prestigious ASCAP Awards for Adventuresome Programming and was showcased in the League of American Orchestras' nationally released publication entitled *Fearless Journeys*. Pacific Symphony's Class Act elementary school education program has been honored by the National Endowment for the Arts and the League of American Orchestras for its exemplary orchestra education.

Resident for much of the year at the renowned Renée and Henry Segerstrom Concert Hall, the Symphony also presents a summer outdoor series at Five Point Amphitheatre. Music

Director Carl St.Clair just celebrated his 30th season with Pacific Symphony, while Principal Pops Conductor Richard Kaufman is currently celebrating his 30th season leading the Pops series.

Pacific Symphony values diversity in its workforce and is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, class, religion, country of origin, political belief, (dis)ability, age, gender identity, sexual orientation, protected veteran status, or any factor protected by law.