Job Title: Class Act Regional Manager
Compensation: Hourly rate of $18.00-$20.00, depending on experience, with a bi-weekly mileage allowance during the school year.
Department: Education & Community Engagement
Reports to: Class Act Program Manager
Employment Status: Part-time

Position Summary
The Class Act Regional Manager schedules and oversees the partnership events at Class Act schools as assigned. They also serve as substitute at other schools as needed. Additional schools and responsibilities may be added at the discretion of the Director of Education and Class Act Program Manager.

There are currently two openings for Regional Manager: 1 – serving coastal Orange County (from Huntington Beach to Newport Coast) and South Orange County, 2 – serving North Orange County (bilingual English-Spanish required).

Time Commitment and Work Locations
Commitment varies based upon school assignment, with an average of three hours per week per school (up to four school plus substitute opportunities for each new Regional Manager), plus program-wide commitments and substitute assignments as needed. Hours will vary each week depending on work-flow and individual school calendars
  - School-site work will take place at partner schools, as assigned
  - Meetings will generally take place on Zoom or in-person at Pacific Symphony offices, though some meetings will take place at partner schools and local restaurants or coffee shops
  - 95% of administrative tasks will take place at home office, 5% at Pacific Symphony office

Responsibilities
Specific Duties at assigned schools include (but not restricted to):
  - Communicates regularly with the Class Act Program Manager on partnership-related progress and issues.
  - Maintains quality relationships and personal connections with students, parents, teachers and administrators and Symphony musicians.
  - Arranges and implements all school-based Class Act events including:
    o New School Orientations (in conjunction with Director of Education and Class Act Program Manager)
    o Team Member meetings as needed
• Schedule Meetings with School Teams
• Teacher Workshops
• Prelude Assemblies
• Lesson Observations (first lesson day plus one additional selected day per school)
• Family Nights
• IME Assemblies
• Youth Concerts
• Bravo Assemblies
• Assists and leads in scheduling and presenting other Class Act events including:
  • Welcome Lunch/Event
  • Parent Meetings
  • Bravo Meetings
  • Summer Celebration
• Enters all scheduling/personnel information for his/her assigned schools into Class Act database and processes scheduling changes as necessary throughout the school year.
• Orient schools, teachers and parents about Class Act’s mission and goals and provides them with training in program implementation strategies.
• Communicates with school administrators and teachers on how best to incorporate Class Act into their school curricula.
• Coaches, inspires and provides resources to his/her schools’ Parent Coordinators, so they are prepared for and enthused to provide the necessary program support within their parent community.
• Provides support to Class Act musicians as needed.
• Assists with annual evaluation/appraisal of schools’ participation, including collection of teacher assessments
• Assists Class Act Program Manager with coordinating and managing Class Act parent volunteers from his/her assigned schools for Youth Concerts and Family Musical Mornings.

Skills Required
• Familiarity with Pacific Symphony Education programs and specifically Class Act
• Passion for music and music education
• Competency and comfort with event management and detailed logistics
• Detail oriented and ability to organize a diverse array of projects and materials
• Excellent written and communication skills
• Excellent people and communications skills
• Comfort and skill in dealing with a diverse array of constituents including teachers, parents, administrators
• Comfort and skill in working in an elementary school environment
• Highly organized and highly flexible
• Ability to juggle multiple priorities and projects
• Competency and accuracy in Microsoft Outlook, Word, Publisher, Excel, and PowerPoint, and Zoom
• Familiarity with social media (Facebook, Instagram, Threads) a plus
Bilingual (at a conversation level) in Spanish required for North Orange County Regional Manager

General Duties
- Attends monthly Class Act staff meetings
- Attends individual monthly and/or bi-weekly meetings with Class Act Program Manager, as needed
- Substitutes for other Regional Manager(s) as assigned
- Other duties as assigned both within the Class Act program and in support of other Education and Community Engagement projects and programs

Application Procedure
Please submit resume and cover letter to Jonathan Terry, Director of Education, jterry@pacificsymphony.org

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 Forsyte. 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.