

Job Description

COMMUNITY ENGAGEMENT MANAGER

(Part-Time: 5 Weeks, May 1–June 7, 2024, approximately 5 hours per week, remote)

(Full-Time: 10 Weeks, June 10–August 18, 2024, on-site)

Boston University Tanglewood Institute (BUTI) is recognized internationally as a premier summer training program for aspiring young musicians and is the only program of its kind associated with one of the world’s great symphony orchestras. Under the guidance of distinguished professionals, and in the presence of the Boston Symphony Orchestra (BSO), students are immersed in an atmosphere of extraordinary music making fueled by high artistic standards, rigorous programming, and a rich legacy of learning and performance.

The Community Engagement Manager is responsible for fulfilling the operational needs of the community engagement program at BUTI and assisting with program development. This position also collaborates on a variety of projects in areas including concert performance and alumni and donor initiatives.

The successful candidate is passionate about community engagement work and arts education, and has a friendly and approachable disposition. They have strong interpersonal and leadership skills, are self-guided, can think on their toes, and are able to oversee a project from conception to completion. Specific responsibilities include, but are not limited to:

Pre-Season Work (May 1-June 7)

- Working on site or remotely with the BUTI senior staff team, develop and build a comprehensive plan for the 2022 Community Engagement Program
- Develop organizational relationships through event planning, scheduling and coordination efforts with partner organizations
- Assist with additional season and special project planning
- Other responsibilities as assigned

Summer Responsibilities (June 5-August 14)

- Oversee logistics (personnel, production needs, transportation, etc.) of engagement performance events in collaboration with Program Director, and respective faculty, guests and program staff
- Track, evaluate, and report on Community Engagement Program activities
- Serve as lead representative at BUTI Information Table for all major Ozawa Hall/Shed concert events and designated student and faculty recitals
- Collaborate and assist on projects related to donor and alumni relations, including the Scholarship Thank-You Initiative
- Assist with student registration and production of related materials
- Work with Administrative Office Coordinator and Publications Coordinator with daily office demands
- Other responsibilities as assigned

The preferred candidate has a valid US driver’s license and access to a vehicle for the duration of summer employment. Compensation includes contracted salary, housing (June 10 – August 14), weekday lunch, and a Tanglewood Lawn Pass for the summer.

Apply online for this and other summer positions at www.bu.edu/cfa/tanglewood/employment. A cover letter outlining your interest and qualifications along with a work resume are required.

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