



# Washington Bach Consort

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*The Nation's Premier Baroque Chorus and Orchestra*

Dana Marsh, Artistic Director

## **Educational Program Coordinator**

**Part-time, independent consulting contract position**

### **Washington Bach Consort**

The Washington Bach Consort, the nation's premier baroque chorus and orchestra committed to the study and performance of the complete works of Johann Sebastian Bach and his contemporaries, seeks an independent consultant to expand our award-winning educational programs.

Now in its 45th season, the Consort has made great strides in recent years, appointing new Artistic Director Dr. Dana Marsh, moving to a beautiful new office at Metro Center, expanding staff, completing a successful fundraising campaign, and continuing to grow our highly valued artistic and educational programs.

The Educational Program Coordinator will coordinate all educational events and serve as a liaison between the Consort's musicians, actors, educators, and administrative staff. The consultant will work closely with all staff and report to the Executive Director. The position requires a strategic, but practical, thinker who can work both independently and as part of a small team.

### **Responsibilities:**

- Ensure the scheduling and production of all educational events (performances, school visits, etc.) runs smoothly, effectively, and in a financially responsible manner;
- Plan and attend rehearsals and educational performances;
- Stage manage dress rehearsals and educational performances;
- Develop and monitor budgets for all educational initiatives in consultation with Consort staff;
- Prepare and maintain payroll, records, and scheduling for educators;
- Coordinate logistical arrangements with all venues, contractors, and musicians;
- Obtain and organize music, costumes, and technology needed for educational events in advance of rehearsals and performances;
- Lead "front of house" efforts for educational performances;
- Serve as point of contact for schools and teachers;
- Lead outreach and marketing efforts to grow educational programs, with equity and access being prioritized;

- Help assess and improve existing programs and develop new programs with strong connections to Washington, DC public and charter school curricula;
- Assist with grant reporting;
- Create and maintain community partnership;
- Promote positive relations between Consort educators and artistic and administrative staff.

**Education/Experience Required:**

- Bachelor's degree;
- High level of skill with Microsoft Office Suite;
- Excellent interpersonal, spoken, and written communication skills;
- Proven ability to develop and manage budgets and multiple projects simultaneously, as well as meet deadlines;
- Background in performing arts education desirable.

**Hours are part-time and flexible; nearly all performances and events are held during the school day.** Time commitment will vary greatly throughout the year more during performance weeks, and less when school is out, **averaging approximately 12 hours per week** over the course of the year. **Compensation is \$17,000 to \$20,000 based on experience.** To apply, please submit a cover letter and resume, both of which should demonstrate your experience, qualifications, educational background, and desire to serve in this position. Send to: **info (at) bachconsort.org** with "Educational Consultant" in the subject line **before September 26**. We encourage early applications, as interviews will be conducted on a rolling basis. No phone calls, please. The Consort is an Equal Opportunity Employer.