

Chicago Sinfonietta Community Residency Program Manager

Chicago Sinfonietta is hiring for the newly established position of part-time program manager for the pilot year of a new Community Residency Program. The Community Residency Program (CRP) is designed to bring the Sinfonietta experience to communities in the Chicagoland area that might not otherwise experience them due to economic, social, geographic, or other barriers. The CRP aims to:

- Provide multiple visits to each partner community throughout Chicago Sinfonietta's 30th anniversary season;
- Establish partnerships with existing institutions in each community that will provide physical space, audience outreach, and program input and assist with curatorial content;
- Develop meaningful, hands-on experiences for attendees patterned after the orchestra's successful audience engagement activities presented over last few seasons.

The CRP Manager's primary responsibility will be to facilitate all communication, program development, execution, and assessment of two, year-long residencies in two Chicago neighborhoods. The CRP Manager will be an inspiring yet pragmatic professional, who can build relationships in a variety of communities, generate ideas as well as empower and support others to participate in the process.

This part-time position will begin in February/March 2017.

Position Responsibilities:

- Forge strong and sustainable working relationships with critical partners, get to know and gain the trust of community leaders, internal peers, CS staff and other stakeholders to ensure their support for the CRP;
- Manage all communication with community partners including regularly meeting on-site with community collaborators (locations/distance will vary) to engage various stakeholders and community members in crafting the programs;
- Schedule and lead the programming of five unique performances/experiences at each of two community partner locations (10 total for the first year) which will include:
 - Working with Sinfonietta musicians and/or Project Inclusion Ensemble to program brand-consistent music performances at each event
 - Working with community partners and Sinfonietta staff to create elements of engagement at each event which can include art-making, food & drink, conversations/demonstrations from local artists, or other hands-on activity
- Work with CS staff and community partners to program additional engagement and knowledge sharing activities at community residency locations throughout the year (art-making workshops, classical music master classes, community volunteer days, etc.)
- Work with CS staff, volunteers, and community partner to staff programs, assign roles and provide staff with training/resources needed to execute each event
- Work with CS staff to create necessary collateral to promote programs within the community and to CS patrons and stakeholder groups

- Ensure program is well-documented and work with CS and Community Partner leadership to develop measures of success and ways to collect qualitative and quantitative data to assess the efficacy of the program and support the program for fundraising and grant reporting purposes
- Work with CS Development staff to source and apply for program funding through grants, foundations, sponsors, and individual giving
- Create and manage program budget
- Work with CS leadership to shape and scale program and select partners for subsequent seasons

Our ideal candidate possesses these skills and qualifications:

- Passionate, creative, collaborative and deeply thoughtful about the potential for the CRP
 - Skilled at facilitating discussions with a variety of stakeholders
 - Superb listening and communication skills
 - Demonstrated leadership skills and ability to coordinate resources and team members to execute programs
 - Highly organized, self-starter, and able to move several distinct yet concurrent projects forward
 - Able to negotiate graciously yet remain clear, decisive, proactive and fair; someone who possesses an understanding of the subtleties of motivating, directing and working with a group of committed and diverse individuals
 - Mission-driven with passion for both the artistic and social justice sides of our work
 - Demonstrated experience in developing and executing public programming; ideally for new partnerships.
 - Roll-up-your-sleeves startup experience a plus; nonhierarchical can-do attitude a must
 - Highly creative individual possessing basic curatorial abilities to craft unique, innovative engagement activities and experiences in collaboration with community partners and CS musicians, fellows, guest artist, staff and more.
- Community building experience, or other applicable work such as working in arts education, social groups or after-school programs for all ages, not required, but definitely a plus.

Basic Qualifications:

Bachelor's Degree

Basic knowledge of CS

Proficiency with Microsoft Office

Genuine interest in arts involvement with Chicago Communities

Previous project/program management experience (2-3 years)

- Knowledge of classical music strongly preferred but not required
- Bi-lingual (particularly English/Spanish) a plus
- Access to a car required

If interested, please submit resume, cover letter, and salary requirements to Courtney Perkins, Chief Operating Officer, via email at cperkins@chicagosinfonietta.org.

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