



JOB TITLE: Vice President/Education

JOB OVERVIEW: Responsible for The Symphony Guild of Charlotte, Inc.'s educational programs and events, as well as coordinating and organizing to support The Charlotte Symphony educational efforts where it has been agreed between The Guild and the CSO that The Guild will play a role.

BENEFITS: Experience personal growth through leadership of a team in a mid-sized organization, developing skills to plan and achieve both short-term and long-term objectives. Gain an overview of The Guild which will instill a comfort level in assuming other executive positions within The Guild.

RESPONSIBILITIES:

- Become familiar with The Guild's bylaws, policies and procedures and administrative guidelines, located at <https://www.symphonymusicguildcharlotte.org/membership/resource-guide/>
- Lead the Education Committee in accomplishing the responsibilities listed below. Recruit committee members as needed. Create subcommittees as necessary to accomplish Education's work.
- Plan and execute the Young Artists Competition in consultation with Charlotte Symphony staff.
- Coordinate the Musical Petting Zoo, scheduling appearances and signing up volunteers with the assistance of the Office Administrator. Maintain the instrument inventory.
- Identify educational volunteer opportunities with The Charlotte Symphony, including but not limited to Charlotte Symphony Youth Orchestra auditions and assistance with Project Harmony. Coordinate volunteer sign-ups with the assistance of the Office/Marketing/Communications Administrator.
- As endowment monies become available, make a recommendation to The Guild's Endowment Committee as to how these funds should be used. Research opportunities through conversations with appropriate individuals, including Charlotte Symphony staff,

and create a financial plan where needed. Execute on the plan where further involvement by the Education Committee is required.

- As scholarship monies become available, in consultation with the donors, The Guild's Board, and members of the Charlotte Symphony staff determine who, how and when scholarship monies will be awarded.
- Submit a budget to the Treasurer for the following fiscal year, to include an estimate of revenue and expenses for functions and events falling under Education.
- For events and meetings falling under Education, monitor expenses to stay within budget.
- Serve on and attend monthly meetings of The Guild's Board of Directors.
- Attend, support and promote Guild functions.
- Attend General Membership meetings.
- Complete an end-of-year report for the Education area; form found in the Resource Guide at symphonyguildcharlotte.org.
- Meet with the incoming Vice President/Education at the beginning of the new fiscal year to ensure a smooth transition.
- These represent the principal responsibilities of the position. However, there may be other duties that will be required from time to time.

QUALIFICATIONS AND SKILLS: The ability to lead a group with a focus on both short-term and long-term goals. The ability to delegate and manage subcommittees to achieve results. Enthusiasm for the mission of The Guild and the ability to motivate committee members and volunteers in support of that mission.

TRAINING, SUPPORT AND RESOURCES: Current and past presidents; former vice presidents/Education; The Guild's administrative documents found at symphonyguildcharlotte.org/membership/resource-guide; League of American Orchestras, Southeastern Orchestra Volunteer Association and Association of Major Symphony Orchestra Volunteers conferences and website resources.