

Director of Community Engagement

Location: San Antonio, Texas

Industry: Performing Arts/Nonprofit/ Charitable

Status: Full-time

Function: Director of Community Engagement

Reports to: CEO

Equal Opportunity Employer: *MBAW is an equal opportunity employer. MBAW shall not discriminate on the basis of race, color, religion national origin, sex, sexual orientation, gender identity, veteran status, age or disability. MBAW complies fully with all applicable nondiscrimination, minimum wage, and equal opportunity policies, laws and regulations.*

Organization Description and Mission:

Musical Bridges Around the World, Inc. (MBAW) is a performing and visual arts nonprofit organization founded in 1998 in San Antonio, Texas. For 23+ years, MBAW has been curating and presenting innovative, multicultural, thought-provoking artistic performances; featuring musicians of the highest caliber from around the globe. MBAW serves a population of more than 25,000 annually, from school children to seniors. MBAW's mission is to transform lives through multicultural performing and visual arts by shattering barriers, creating connectivity and inspiring hope for those with least access. MBAW serves the public and disadvantaged communities, while fostering San Antonio's reputation as a cosmopolitan cultural center and promoting tourism.

Position Summary:

The **Director of Community Engagement (DCE)** is a **full-time salary position**. The DCE reports directly to the CEO and plays a critical role in helping MBAW achieve its mission, vision, and goals. The DCE is responsible for a variety of significant activities, including but not limited to; designing, developing, advancing, and evaluating all education and community engagement programs of MBAW; curriculum development, writing and research. The DCE will advance all educational, youth and senior programs, including the working with all volunteers and staff involved in delivering any aspect of the programs. The DCE will work to advance *Musical Sprouts* as a state adopted curriculum; strive to incorporate STEAM by using art as a vehicle for the study of core curricula. Working to incorporate aspects of mental health into these programs while focusing the image/goals, redevelopment and shaping of *Golden Age* based on research. The DCE will be an ambassador for MBAW and work diligently to promote constructive partnerships in the community with other arts, education and civic organizations.

Responsibilities Include:

- Strategic oversight in expansion of community engagement programs including mission, goals, and vision.

- Spearhead strategic research and planning for the next decade of community engagement programs.
- Management and implementation of community engagement programs.
- Design and oversee curriculum development for educational programs.
- Work closely with Director of Education in program logistics.
- Identify relevant research and reshape *Golden Age* senior community program.
- Work with MBAW team to identify reputable partners for *Golden Age*.
- Manage and coordinate *Golden Age*, including the scheduling, planning, and arrangement of activities.
- Work in partnership with both the Development Department and Grants Manager to identify prospects and assist with proposals for education program support.
- Work with MBAW staff on cultivating relationships with Bexar County school districts, arts organizations, and non-profit organizations locally and nationally.
- Track and analyze attendance, survey data and other programmatic data to identify strategies for improvement, growth, and for use in grant writing and fundraising efforts.
- Prepare and oversee appropriate support and marketing materials as needed.
- Attend various administrative meetings.
- Upon request, prepare various routine and special reports as necessary.
- Serve as on-duty staff member at selected events.
- Perform research for educational programs, curriculum materials, and other assigned projects; collect and compile data/statistics for reports.

Qualifications (Required):

- Bachelor's Degree w/teacher certification
- 3-5 years of teaching experience in the school system
- Knowledge of Social Emotional, TEKS and English-Language Proficiency Standards (ELPS)
- Must provide most recent teacher evaluation (rated annually by the principal)
- Demonstrated experience in preparing and delivering interdisciplinary curriculum that integrates the social studies, fine arts, and ELPS standards as well as Social Emotional Learning
- Demonstrated experience in working with teachers, principals, and parents
- Criminal Background Check (CBC)
- Valid driver's license
- Friendly and likable personality
- Ability to produce business correspondence, as well as proofread for correct grammar, spelling and punctuation with a high degree of accuracy.
- Flexibility in schedule and willing and able to accommodate and improvise in a fast-paced production environment.

- Experience in Google Suite (Drive, Calendar, Gmail, Sheets, Docs) Microsoft software (Excel, Word) Zoom (or similar video communication) and Adobe Acrobat.
- Strong oral and written communication skills

Qualifications (Preferred):

- Master's degree in education, public administration, public health, communications, fine arts or related field
- Knowledge of and experience with music and fine arts
- 5+ years teaching experience
- Experience working with diverse populations
- Demonstrated experience in coordinating educational projects
- Experience collecting and synthesizing data in a systematic manner
- Bilingual
- Experience in mental health
- Music therapy or music psychology experience
- Experience presenting, public speaking and addressing a variety of audiences and audience sizes

Personal qualities preferred:

- The applicant must be an efficient, self-motivated, multi-tasker with a pleasant personality and great writing skills.
- The applicant must be able to prioritize, keep track of details, and achieve excellence on the job. The applicant will think outside the box and be creative and diligent with an entrepreneurial mindset and strategic outlook.
- To thrive in this role, the applicant will need to love variety, to communicate well and to be well organized.
- The applicant must have the ability to apply critical thought to projects with proven ability to work under pressure.
- Must be capable of handling difficult human situations with tact and diplomacy. The successful candidate will have superb interpersonal, supervisory and conflict-resolution skills.
- He/she/they will have the energy, flexibility and patience required to function effectively in the fast-paced, challenging environment of growing programs and be able to work effectively with a wide variety of people.
- A strong desire to be a team player with a positive attitude that reflects the utmost professionalism to the public and staff.
- The ability to work flexible hours in order to handle administrative demands and concerts.
- Must be able to handle emergency and security situations relating to the public and school children.
- Ability to interact and develop relationships with co-workers, give and receive constructive input, contribute ideas and viewpoints, adapt to changing circumstances and expectations and commitment to understand and remedy interpersonal conflicts.

- Effective project and event management skills.

Compensation & Benefits:

The DCE is a full-time salary position with benefits. Compensation, including excellent benefits, is \$40,000 to \$50,000 annually, commensurate with qualifications and experience. Position will begin August 1, 2021 with a 180-day probationary period.

Hours of work:

This is a full-time salary position; normally requiring 40 hours of work per week. Workplace is at the MBAW office space located at 23705 IH-10 West, Suite 101, San Antonio, TX 78257. As a general rule, you will be expected to be present virtually or at this office during the hours of 10:00 am – 4:00 pm CST, Monday through Friday. There is considerable flexibility in arranging the hours, although some meetings or tasks may require attendance at a fixed time and may be held during evenings or weekends. In addition, you will be expected to be present at all concerts/events, when they resume in person.

Terms and Conditions:

During your employment at MBAW, you hereby agree to comply with all terms of this job description, and the Employee Handbook attached hereto. You acknowledge that your employment as “Director of Community Engagement (DCE)” is on an “AT WILL” basis and shall begin on the Effective Date and shall continue until terminated as described below. In the event you do not comply with any of these terms, MBAW may terminate your employment at any time by providing you with thirty (30) days prior written notice.

Dates and Deadlines

Applications will be open through July 15, 2021.

Position will begin August 1, 2021.

To Apply

Please email your resume to:

Diana Osborne

Office and Grants Manager

diana.mbaw@gmail.com