

## **Interim Manager, Inclusion & Learning Programs**

The League of American Orchestras ([americanorchestras.org](http://americanorchestras.org)) leads, supports, and champions America's orchestras and the vitality of the music they perform. Founded in 1942 and chartered by Congress in 1962, the League links a national network of thousands of instrumentalists, conductors, managers and administrators, board members, volunteers, and business partners. Its diverse membership of nearly 800 orchestras across North America runs the gamut from world-renowned symphonies to community groups, from summer festivals to student and youth ensembles. The only national organization dedicated solely to the orchestral experience, the League is a nexus of knowledge and innovation, advocacy, and leadership advancement for managers, musicians, volunteers, and boards. Its conferences and events, award-winning *Symphony* magazine, website, and other publications inform music lovers around the world about orchestral activity and developments.

### **Position Summary:**

The League of American Orchestras is seeking a part-time Interim Manager of Grants Programs to support the delivery of the League's two flagship regrants programs: the Futures Fund and the Catalyst Fund. This position supports the League during a staff leave of absence, and reports to the Interim Director of Grants Programs on the Inclusion and Learning Team.

The primary focus of the Interim Manager's work is on managing the delivery of grants programs in program administration, logistics, activity coordination and communication with member orchestras. This position offers a unique opportunity to support the evolution of orchestras as they innovate and engage ever more meaningfully with the diverse communities they serve.

**Contract Rate:** \$30 per hour, not to exceed 30 hours per week during the contract term. Working hours are flexible and by mutual agreement. Benefits are not offered for this position.

### **Primary Responsibilities:**

- Provide program support, coordination, logistics, and administration of grant programs (The Catalyst Fund and Futures Fund programs)
- Provide program support, facilitation, coordination, logistics, and administration of activities designed to foster a learning community among participating orchestras (e.g., peer learning activities, digital learning activities, program cohort convening activities)
- Organize, lead, and manage communications to stakeholders in the League's grants programs including grantee orchestras, faculty, evaluators, and other partners

- Support coordination, logistics, and administration of activities supporting League staff in providing reflection and insight on work as it relates to The Catalyst Fund and Futures Fund programs
- Create and manage strategic systems to support and inform program tracking, design, goals, objectives and outcomes
- Participate in meetings with League staff and program facilitators, evaluators, and member orchestras
- Liaise with colleagues throughout the League to support their marketing, fundraising, and compliance reporting work

**Required Qualifications:**

- 3+ years project planning/management experience
- Strong time management and organizational skills
- Superior attention to detail
- Ability to take initiative and discern appropriate strategies
- Exceptional people skills: customer service oriented, and enjoys working with members and partner organizations
- Excellent written and verbal communication skills
- Commitment to innovation and equity, diversity, and inclusion
- Positive, professional attitude
- Collaborative team member
- Moderate to advanced proficiency with team and project management and data tools (Microsoft Office Suite, Outlook, Google Drive, Zoom, Slack, Airtable, Sharepoint, and Qualtrics)
- Bachelors' degree or equivalent work experience (studies in music preferred, but not required)

**Preferred Qualifications:**

- 3+ years in arts program administration
- Knowledge and/or experience in Equity, Diversity, and Inclusion principals
- Knowledge and/or experience in adult learning and cohort building and/or facilitation
- Experience using CRM databases (Salesforce, etc.)
- Knowledge and/or love of symphonic music

**Location:**

The League office is located in New York, NY. Remote work is the primary work setting, with the expectation to report to the League office on request.

**Equal Opportunity Employer Statement**

The League is an equal opportunity employer that is committed to equity, diversity, and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

# League of American Orchestras

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, and training. The League makes hiring decisions based solely on qualifications, merit, and business needs at the time.