

## Manager, Inclusion and Learning

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<b>DEPARTMENT:</b>	Inclusion and Learning
<b>REPORTS TO:</b>	Vice President, Inclusion and Learning
<b>RESPONSIBILITY:</b>	Inclusion and Learning
<b>SUPERVISES:</b>	Consultants, Interns
<b>STATUS:</b>	Full Time
<b>FLSA:</b>	Exempt
<b>CAREER LEVEL:</b>	Manager
<b>SALARY RANGE</b>	\$50,000-\$58,000
<b>LOCATION:</b>	Remote work is the primary work setting, with the expectation to periodically report to the League office in New York, NY.

For more than 75 years, the League of American Orchestras has led, supported, and championed America's orchestras and the vitality of the music they perform. The only national organization dedicated solely to furthering the orchestral experience, the League supports and serves a diverse membership of more than 1,800 organizations and individuals across North America, from world-renowned orchestras to community groups, from summer festivals to conservatories, and youth ensembles.

Thanks to the League, these organizations – and the managers, artists, board members, and volunteers who work with them – convene at conferences and events, are inspired by the award-winning publication *Symphony*, and benefit from vital industry reports, leadership programs, and grant opportunities.

The League's committed staff works to serve its members with exemplary programs, publications, and events, supported by a clear mission, an established reputation and support base, and an active board. Major investments in new technologies and office space, as well as in organizational development work around equity, diversity, and inclusion, are laying the foundations for ensuring that the current momentum and opportunity for innovation continues to expand into the future.

In addition to its role as a membership organization, the League is committed to thought leadership and furthering field innovation and learning, as a response to socio-demographic, technological, and cultural change. Visit [americanorchestras.org](http://americanorchestras.org).

### POSITION SUMMARY

The League of American Orchestras is seeking a Manager, Inclusion and Learning, primarily to manage programs, convenings and data projects related to Equity, Diversity, and Inclusion (EDI). The Manager will support the further integration of EDI into existing programs, as well as provide critical additional capacity for the League to create new initiatives. Specific projects will include developing EDI-focused content for webinars, articles and presentations, managing data

collection and communication for EDI-related research and evaluation, and organizing cohorts of members and partners to address specific EDI goals within the orchestra field. This person will collaborate regularly with membership, partner organizations, and other League staff. This position reports to the Vice President, Inclusion and Learning, and will work closely with the Research and Resources department.

### **POSITION DUTIES AND RESPONSIBILITIES**

The duties that follow represent the primary responsibilities for this role. All employees are responsible for performing other duties as assigned. Primary responsibilities for this role include the below.

- Contribute to content development and event production for meetings, conference sessions, webinars, and other League activities.
- Build and sustain strong relationships with senior leaders to develop a deep understanding of the business and how they align to EDI goals and objectives.
- Participate in the design and implementation of new programs to support orchestras' efforts in EDI.
- Manage major data initiatives that benchmark and report on the progress of orchestras' EDI work.
- Support dissemination of EDI data through League programs and communications, and by responding to member, staff, and press inquiries.
- Serve as staff liaison to the League's ALAANA Administrators affinity group.
- Coordinate the collection and reporting of EDI data across League programs and events.
- Support the recruitment of diverse participants for League programs.
- Assist in coordinating the League's internal efforts to learn and grow in areas of EDI.
- Maintain budgets for designated programs and communicate regularly with colleagues in Development and Finance

### **POSITION QUALIFICATIONS**

#### **Education/Certification**

- Bachelor's degree or equivalent work experience

#### **Experience**

- At least three (3) years of project planning and management.

#### **Skills/Abilities**

##### **Required Qualifications:**

- 3+ years project planning/management experience
- Experience working with Equity, Diversity, and Inclusion Initiatives.
- 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.
- Ability to work with numerical data, data collection and data reporting.

- Positive, professional attitude
- Collaborative team member
- Moderate to advanced proficiency with standard office software (Microsoft Excel, Word, PowerPoint and Outlook, SharePoint, Google Drive, etc.)
- Experience in using video conferencing platforms like Zoom, Teams, etc.

**Preferred Qualifications:**

- 3+ years in arts program administration
- Knowledge and/or experience in cohort building and/or facilitation.
- Knowledge and/or experience in working with quantitative data (e.g., financial or program tracking data).
- Knowledge and/or love of symphonic music
- Moderate to advanced proficiency with project management and data tools (Airtable, and Qualtrics)

**PHYSICAL DEMANDS/WORK ENVIRONMENT**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

- This role requires the routine use of standard office equipment such as computers, phones, photocopiers, printers, filing cabinets, and fax machines.
- This role requires using the English language to engage with internal and external stakeholders by phone, email, and in person. Employee is expected to be able to accurately exchange information with these stakeholders.

**Work Environment**

This position is primarily remote, with the expectation to periodically report to the League office in New York, NY. When in office, the noise level is quiet to moderate with ambient room temperatures, and lighting.

**To Apply:**

Please submit a cover letter and resume to [HumanResources@americanorchestras.org](mailto:HumanResources@americanorchestras.org) with **“Manager, Inclusion & Learning Programs” in the subject line.** No phone calls please.

**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.

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.