

## Notice of Staff Opening

### COMMUNITY ENGAGEMENT COORDINATOR

The Rudi E. Scheidt School of Music at The University of Memphis seeks a collaborative, highly organized, skilled communicator to serve in the position of Community Engagement Coordinator. The successful candidate will bring an understanding of the arts and educational community in Memphis and be able to work closely with faculty, staff, students, partners, and guest artists. The Community Engagement Coordinator is a part-time, hourly position that participates in the planning and implementation of community projects at the School of Music. More information may be found at <https://workforum.memphis.edu/postings/26954>

#### General Responsibilities

- Direct and facilitate the scheduling of the School of Music's activity in the community.
- Produce and maintain engagement and recruitment itineraries and assist in the dissemination of itineraries and the communication of engagement details with students, faculty, partners, and guests as appropriate.
- Facilitate the distribution of marketing materials, media, and concert programs to community partners and presenters.
- Maintain up-to-date calendars for community events in internal systems and maintain an up-to-date database of community partners.
- Maintain and assist as necessary with the documentation and evaluation of community projects, including qualitative and quantitative data.
- Maintain current professional development and knowledge in community engagement and teaching artist best practices to seek new ways to promote the school and advance its mission and goals
- Coordinates external requests for School of Music talent

#### The Rudi E. Scheidt School of Music

The Rudi E. Scheidt School of Music distinguishes itself as the only doctoral granting institution in the state of Tennessee, has an enrollment of almost 500 music majors, with instruction offered by over 60 full and part-time faculty, and is fully accredited by the National Association of Schools of Music. The School of Music has partnered with the Memphis Symphony Orchestra in a historic collaboration to train tomorrow's musicians and provides regular performance opportunities with organizations like Opera Memphis and the Memphis Chamber Music Society. The School is scheduled to open a brand new, state-of-the-art facility, the Scheidt Family Music Center, in spring 2022. In a city teeming with performance venues, it adds to the wonderful sound by presenting more concerts and events than any music organization in the region. The School of Music is housed in the College of Communication and Fine Arts. [www.memphis.edu/music/](http://www.memphis.edu/music/)

#### Apply:

Candidates may submit application materials here: <https://workforum.memphis.edu/postings/26954>

- Cover Letter
- Curriculum Vitae
- A list of three professional references with contacts for phone and email

Preference will be given to those that submit these items before May 31, 2021. Review of applications may continue until a successful candidate is named. For further information contact:

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Rudi E. Scheidt School of Music

