



Elaine Rinaldi, Founder and Artistic Director
PO Box 7598
Miami, FL 33255-7598

The position of Education Coordinator/Production Assistant is a project-based, part time position. The qualified candidate will have the ability to be organized and self-motivated, possess excellent communication skills, and has knowledge of basic computer skills (Word, Excel, Outlook); must have access to a phone line and internet connection and must have a mode of transportation for site visits and meetings. The Education Coordinator/Production Assistant works closely with the Artistic Director of Orchestra Miami, Elaine Rinaldi. Duties include, but may not be limited to, the following:

- Act as a liaison between Orchestra Miami and the School Board, in regards to selecting appropriate schools to participate in Orchestra Miami's Education Programs
- Contact the school principals of identified schools, to facilitate permission for the programs
- Create the schedule of in-school performances
- Be responsible for the appropriate distribution of lesson plans and workbooks
- Coordinate with schools for additional purchase of workbooks, if necessary
- Assist with coordinating student tickets to Porgy and Bess on March 14
- Research and make arrangements (if necessary)for busses for high school students in order for them to attend the Porgy and Bess performance
- Be available to staff the Orchestra Miami table at OM events, such as Chamber Music concerts
- Coordinate Ticket Sales for Chamber Music Concerts and May Orchestra Concert
- Check the Orchestra Miami voice mail daily
- Work with OM PR representative and board to assist on comp tickets/special ticket requests for concerts

Interested applicants should send a letter of inquiry and resume to Artistic Director Elaine Rinaldi, erinaldi@orchestramiami.org.

Orchestra Miami is an equal opportunity employer.

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