



Education & Community Partnerships Manager

Pay Type: Salary

Job Status: Full Time, Year-round

Salary: \$55,000-60,000, plus benefits

Philadelphia Chamber Music Society (PCMS)

The Philadelphia Chamber Music Society (PCMS), founded in 1986, is among the largest chamber music presenters in North America and welcomes audiences of all ages and backgrounds to experience the artistry of more than 200 world-class musicians and ensembles during its 50-concert season between October and May each year.

PCMS seeks a full-time Education and Community Partnerships Manager who will work to deepen connections among artists, audiences, schools, and communities throughout the Greater Philadelphia region. This position is central to advancing PCMS' mission of making great music accessible to everyone and building new audiences through meaningful educational, social, and community engagement experiences.

Reporting to the Artistic and Executive Directors and working collaboratively with colleagues across the organization, the person in this position serves as both a project manager and public ambassador for PCMS. The ideal candidate is someone who thrives on cultivating relationships, managing multiple initiatives simultaneously, and connecting people with the beauty and transformative power of chamber music.

Primary Responsibilities

- In conjunction with the Artistic Director, plan, attend, introduce, and evaluate 50–60 educational and engagement events annually, including artist masterclasses, children's concerts and educational programs, pre-concert talks and lectures, community concerts and special events, and other mission-driven educational initiatives. Responsibilities also include driving visiting artists/ensembles to education venues around Philadelphia.
- Strengthen relationships and cultivate new opportunities with schools, universities, libraries, cultural organizations, and other educational partners throughout the Philadelphia region.

- Serve as staff liaison to the PCMS Education Committee, composed of board members and community representatives, by coordinating meetings, preparing materials, and drafting minutes.
- Collaborate with Marketing and Communications staff to develop content related to education and engagement activities, including artist interviews, preview and program notes, and social media content.
- Plan and administer the PCMS Social Series, coordinating 12–15 events each season that feature local food and beverage purveyors during concert intermissions.
- Serve as a representative of PCMS by fostering and stewarding relationships with community partners that support audience development and advance the Society's commitment to accessibility and inclusion.
- Assist in documenting program outcomes and collecting participant feedback to support fundraising, reporting, and strategic planning efforts.

This position requires some evening and weekend hours (October-May), and daytime on-site work (year-round) in our Center City offices.

Qualifications

- Bachelor's degree required; demonstrated knowledge or background in classical music.
- Excellent written, verbal, and interpersonal communication skills.
- Experience building partnerships and working collaboratively with diverse stakeholders.
- Education, community engagement, or nonprofit experience preferred.
- Comfortable representing the organization publicly and cultivating relationships on behalf of PCMS.
- Proficiency with Microsoft Office, Google Suite, Adobe Creative Cloud apps, and digital communication platforms.
- Clean driving record and valid driver's license; comfortable driving around Philadelphia.

Personal Characteristics

The successful candidate will be organized, self-motivated, welcoming, and collegial. They will enjoy working both independently and collaboratively, possess strong attention to detail, and demonstrate a genuine enthusiasm for connecting people through the arts. Above all, they will be someone who loves building relationships and believes in the power of chamber music to enrich lives and strengthen communities.

Submit cover letter, resume, and a one-page writing sample to Grace Wible at gwible@pcmsconcerts.org. (Subject: Education & Community Partnerships Manager Position)