

DACAMERA

| Transformative Musical Experiences

JOB POSTING

Position: Education and Community Initiatives Manager

Reports to: Director of Education and Community Initiatives

Classification: Full-time, exempt

OVERVIEW

DACAMERA, Houston's premiere presenter and producer of chamber music and jazz, is accepting applications from qualified individuals for the position of **Education and Community Initiatives Manager**. This position plays a key role in delivering the organizational mission *to inspire individuals and enrich communities through diverse and inventive musical experiences*.

THE ORGANIZATION

Since 1987, DACAMERA has presented and produced chamber music and jazz performances of the highest caliber. Led by Artistic Director, pianist Sarah Rothenberg, DACAMERA is nationally recognized for its innovative and dynamic approach to programming. Each season, the world's most celebrated musical artists perform on DACAMERA's mainstage concert series at the Wortham Theater Center, Hobby Center for the Performing Arts, and the Menil Collection.

Committed to the belief that an arts organization should play a leading role in improving society through community engagement, DACAMERA impacts Greater Houston through hundreds of educational and community events each season. The driven, supportive members of the DACAMERA staff work collaboratively to bring DACAMERA's vision to realization: *lives changed through music*.

POSITION SUMMARY

The Education and Community Initiatives (ECI) Manager works with the Director of ECI to design, develop, administer, and evaluate all DACAMERA ECI activities. Key responsibilities include coordinating logistics for Music Encounters (classroom-based, arts-integrated lessons that use music to enhance learning in core curriculum subjects), Young Artist Program workshops, and community concerts.

The ECI Manager also assists in preparing DACAMERA Young Artists for Music Encounters and managing ECI expenses and Young Artist payroll.

The successful candidate will have a passion for music and experience in a teaching environment. Familiarity with the needs of educators and students will enable them to deliver high-quality programs to Houston schools, while a strong background in music will provide the expertise needed to produce chamber music and jazz concerts in the community.

This role requires someone who can work both independently and collaboratively, manage multiple projects and deadlines, and maintain attention to detail while supporting a variety of educational and community initiatives.

PRIMARY RESPONSIBILITIES

Education and Community Initiatives

- Assist with program components related to DACAMERA's Music Encounters, guest artist residencies, Mentors in Music, and programs designed to support students with neurological differences.
- Supervise the scheduling, implementation, and evaluation of DACAMERA's signature Music Encounters curriculum for primary and secondary schools, in collaboration with the Director of Education and Community Initiatives (ECI); lead or assist with lessons as needed.
- Assist in coordinating logistical and production details for community concert events, including A Little Day Music; Stop, Look and Listen!; and pop-up concerts at the Museum of Fine Arts, Houston; among others.
- Serve as liaison between DACAMERA and *A Little Day Music* partner organizations.
- Provide support for additional ECI programming as needed.

Young Artist Program

- Assist in all aspects of the DACAMERA Young Artist Program, including recruitment, auditions, mentorship, and the creation and delivery of professional development workshops.
- Assist with scheduling events that include participation by Young Artists.
- Assist in training Young Artists to lead Music Encounters programs.

Administrative

- Manage invoice and check request creation, and coordinate the distribution of semi-monthly Young Artist payroll and guest artist payments with the Director of ECI.
- Assist in maintaining the ECI calendar and event database.
- Ensure accurate documentation of ECI events.
- As needed, assist with staffing requirements at DACAMERA mainstage concerts.

SKILLS AND BACKGROUND SOUGHT

- Bachelor's degree or equivalent experience; background in music performance or music education preferred.
- Working knowledge of current trends in arts education.
- Entrepreneurial self-starter with strong collaborative skills.
- Demonstrated passion for education and community engagement.
- Highly effective written and verbal communication skills.
- Bilingual in English/Spanish a plus, but not required.
- Proficiency with Microsoft Office Suite.
- Availability to work a flexible schedule, including early mornings, evenings, and weekends; reliable transportation required.

Note: We understand that some candidates may hesitate to apply if they feel they don't meet every listed requirement. DACAMERA is committed to fostering a diverse and inclusive environment and encourages applications from candidates of all backgrounds, experiences, and abilities.

COMPENSATION

The starting salary range for candidates who meet the minimum requirements of the position is \$47,000 - \$52,000. DACAMERA offers a comprehensive benefits package for full-time employees, including:

- Employer-paid individual health, dental, and vision insurance.
- Employer-paid life insurance.
- Generous paid time off including vacation, wellness days, and paid holidays.
- 403(b) retirement plan with employer match.
- Scheduled work-from-home opportunities.
- Reduced working hours during the summer.

COMMENCEMENT DATE

Monday, March 2, 2026, or candidate's earliest availability.

APPLICATION DEADLINE

Applications will be accepted until the position is filled.

TO APPLY

Interested and qualified applicants should submit a cover letter, résumé, and two (2) professional references to:

Brandon Bell, General Manager
bbell@dacamera.com

DACAMERA is an equal opportunity employer.