



Music Composition Academies Coordinator (contracted position)

The South Dakota Symphony Orchestra Music Composition Academies Coordinator is a detail oriented and communicative manager responsible for the overall management and implementation of the organization's unique Music Composition Academies program. This collaborative professional is responsible for managing the administrative details and logistics for the Music Composition Academies and executing the summer camps and September performances.

The Music Composition Academies (MCA) grew out of the South Dakota Symphony Orchestra's (SDSO) award-winning Lakota Music Project and serves primarily Native American students. The MCA are tuition free, week-long, intensive music composition summer camps. MCA students spend one week working with a team of three composers, in both individual and group lessons. By the end of the week, every student has a piece of music that is uniquely their own. The SDSO Dakota String Quartet and Dakota Wind Quintet then perform these original works multiple times in public concerts and for the students' classmates at their respective schools. The MCA take place twice each summer: east river in Sisseton (Sisseton Wahpeton College) and west river at Black Hills State University. Performances of the compositions are in September in east and west river locations.

The South Dakota Symphony Orchestra is based in Sioux Falls, South Dakota, a vibrant and growing community serving a 125-mile region that touches 5 states. The SDSO's Music Director is Delta David Gier who has guided the orchestra to new musical heights. Over the past several years, the orchestra has seen significant growth in its musical prowess and the scope of products and services. Known for innovative programming, state-wide outreach, deep community engagement activity, and a commitment to inclusivity, the SDSO has a strong heritage upon which to build an even stronger future. The SDSO is the state's premier arts organization with the Washington Pavilion as its home.

Reports to: Education Programs and SDSYO Manager

Works with: Composers, Executive Director, Music Director, Artistic Operations Director, Community Engagement and Partnerships Consultant and SDSO staff.

Personal Attributes and Competencies:

The Music Composition Academies Coordinator is an internally motivated person with high level of organization, scheduling, and planning skills. This person must have exceptional ability to manage logistical details. The MCA Manager will also have a team-oriented work style with superb interpersonal skills, a well-developed communications skillset, and a reputation for meticulous attention to detail and follow-up. A successful candidate will have a compassionate and supportive personality who is adept at working with middle and high school students. A healthy respect for classical music professionals, including conductors, orchestra musicians, and concert production personnel is essential.

Responsibilities:

Music Composition Academies Preparation:

- Oversee advertising of and recruitment for the Music Composition Academies. Work with community partners and schools to recruit students, primarily from South Dakota tribal lands and adjacent regions.
- Secure all facilities, lodging, and make travel arrangements for students and faculty (east and west river locations).
- Receive, organize, and track all student registration forms, consent forms, and health insurance information.
- Obtain or arrange for all instruments and supplies for the camps (staff paper, pencils, keyboards, art & craft supplies, etc).
- Work with faculty composers to create and update a daily schedule/itinerary for each day at camp.
- Coordinate all communication with students, parents, and faculty.

During summer Music Composition Academies:

- Work with Education Programs/SDSYO Manager to serve as chaperones for those students staying in dorm rooms.
- Provide/cook meals for students (breakfast & lunch) if not eating on campus
- Advise about transportation options for students to camp if needed.
- Plan and execute evening activities for students staying in dorms.
- Provide administrative support to faculty during camps.

Music Composition Academies Performances:

- Secure and contract performance venues.
- Obtain and distribute the midi files, scores, and performance parts of student compositions to musicians and student composers. Print and bind copies of the music for the performers and student composers.
- Secure accommodations and make travel arrangements for musicians and faculty.
- Create and print concert programs for each performance.
- Work with partners at performance locations to schedule rehearsals, arrange tech needs, and advertise the performance.
- Manage possible live-streaming of the performances.

Other Duties:

- Document the Academies and performances with videotaped interviews of students and photography.
- Track expenses and manage the Music Composition Academies budget.
- Coordinate contracts related to the Music Composition Academies.
- Attend meetings with SDSO staff as needed.

Qualifications:

- Passion for the arts and how the arts can be a community connector.
- Exceptional interpersonal skills and ability to mitigate and solve difficult issues.
- Ability to work with diverse populations and students.
- Ability to manage multiple competing priorities and deadlines.
- Outstanding oral and written communications skills.
- Proficiency in Microsoft Office suite. Audio and video editing skills are a plus.
- Valid South Dakota driver's license and good driving record.
- Willingness to work evenings and weekends including statewide travel.

Compensation:

- This is an independent contractor, contract-based position. The fee range is \$7,000-\$8,000.

Application procedure:

Please submit a resume and thoughtful cover letter in word or pdf file format to:

sdsymphony@sdsymphony.org

- The cover letter is an example of your written communication. Include your interest in this position, the SDSO, and your specific qualifications. Address cover letter to Jessica Johannsen, Education Programs and SDSYO Manager.

The SDSO's community engagement work is intentional about building intercultural bridges through music, and we encourage people from all backgrounds to be a part of the work we do. Hence, we strongly encourage applications from people of historically underrepresented groups.