



COMMUNITY ENGAGEMENT ASSOCIATE

POSITION:	Community Engagement Associate
SUPERVISOR:	Executive Director
DIRECT REPORTS:	None
STATUS:	Part-time, hourly employee
SCHEDULE:	Monday – Friday 4-7pm (alternate hours and weekends may be required)

Berkshire Music School seeks a part-time Community Engagement Associate to provide support to the Executive Director in promoting, strategic communication, and raising awareness for the organization and all of its programs, including group classes, private lessons, performances, and community events.

The Berkshire Music School's Community Engagement Associate will work closely with the Executive Director to leverage the school's 80-year legacy as the leading music school in The Berkshires to expand and promote programming within the community. The successful candidate will be the first person that guests see when entering the BMS campus after regular office hours, and will be responsible for receiving visitors either at the front desk or on the phone by greeting, directing, and announcing them appropriately. The Community Engagement Associate will work with the Executive Director to engage the Berkshire community in all of BMS programming including group classes, in-school activities, public performances, and private lessons. This includes leading efforts to increase BMS's digital and social media presence through maintaining updated website, drafting weekly email campaigns, and creating regular social media posts. The Community Engagement Associate will also assist the Executive Director with producing public performances and identifying other arts and community service organizations with which to partner. The Community Engagement Associate will also be responsible for closing the studios and locking the campus at the end of each night. Other duties may be assigned based on the skills and interests of the successful candidate.

Qualifications

- Applicants must be energetic, professional, and detail-oriented with ability to meet deadlines within fast-paced environment
- Bachelor's degree or equivalent professional experience in music and/or arts administration
- Passion and knowledge of music
- Knowledge of the Berkshires' cultural and community service organizations
- Working knowledge of Squarespace or other similar website content management system
- Understanding of digital marketing and social media platforms
- Basic graphic design skills a plus

The mission of the Berkshire Music School is to foster the love and pursuit of music for all ages through quality music education activities, community collaborations, and performance opportunities. BMS is a registered 501(c)(3) not for profit organization that provides equal opportunity for all employees and applicants for employment without regard to race, color, creed, religion, gender, sexual orientation, national origin, age, marital status, mental or physical disability, pregnancy, military or veteran status, or any other basis prohibited by state or federal law. *We strongly encourage candidates from diverse backgrounds and/or underrepresented groups to apply.*

To apply, please email cover letter and resume to Natalie Johnsonius Neubert, Executive Director at nneubert@berkshiremusicschool.org. All inquiries and materials will be confidential.