



**Job Title:** Head of Community Engagement  
**Reports to:** Chief Executive  
**Direct Reports:** Community Engagement Assistant  
**Minimum Hours of Work:** 40 hours per week

**Purpose:**

The position of Head of Community Engagement plays a central role in supporting the Christchurch Symphony Orchestra Mission to provide a wide range of ways in which the communities that we serve can encounter, discover and enjoy great musical experiences.

The Head of Community Engagement operates at both a strategic level as part of the CSO Senior Leadership Team but also as the face and interface for the CSO's many community partners in Christchurch and the South Island.

**Duties of the Position:**

**Programme Development and Delivery**

- Develop, plan and implement the Community Engagement Programme, ensuring it meets the strategic priorities of the CSO, advancing the CSO as a leader locally, nationally and internationally
- Ensure that the Community Engagement Programme responds to our communities in an innovative and meaningful way, incorporating new ideas and best practice
- Ensure the Community Engagement Programme encompasses a balanced range of activities that actively engage and excite participants and CSO musicians alike
- Encourage participant input during the development of projects whenever possible
- Take an active role in the delivery of community engagement activities
- Lead the process for evaluating and monitoring the impacts of the Community Engagement Programme including developing and implementing effective evaluation frameworks
- Ensure all community engagement projects meet existing New Zealand regulatory guidelines

## **Relationships**

- Develop and maintain positive and productive relationships with external music and other community organisations locally, regionally and nationally
- Work closely with CSO musicians to develop a comprehensive understanding of their individual strengths and areas of interest for effective incorporation to the programme
- Take a leading role as an advocate for the work of the CSO's community engagement programme on a local, regional and national basis

## **Financial**

- Develop the annual community engagement budget together with the Chief Operating Officer and Chief Executive
- Monitor community engagement budgets within agreed financial parameters, maintaining up to date and accurate expenditure tracking
- Develop an annual community engagement funding application plan together with the General Manager
- Oversee the preparation of community engagement funding applications and audit reports together with the Community Engagement Assistant and Artistic Assistant.
- Take an active role in identifying and developing new sources of revenue for the CSO in close collaboration with the Chief Operating Officer, Chief Executive and members of the CSO board.
- Ensure that programme outcomes are met as agreed with funders, donors, sponsors and other stakeholders

## **Marketing and Communications**

- Take a leading role in promoting the CSO's community engagement programme locally, regionally and nationally
- Work closely with the Marketing and Development team, contributing content for use across a variety of platforms

## **Staff Responsibilities**

- Manage staff direct reports including Community Engagement Assistant
- Contribute to the recruitment process of CSO employee musicians, evaluating potential to contribute positively to the community engagement programme
- Develop and grow the existing community engagement capabilities amongst the orchestra

## **Other**

- Contribute to the organisation's strategic planning as required by the CEO
- Prepare board reports ensuring that CSO Trustees are kept well informed of community engagement strategy and programme delivery

Your other responsibilities may include any other duties that we reasonably require you to do.

We may change your duties from time to time to reflect the changing requirements of your position and our business.

## **Personal Specifications**

### **Essential**

- A passion for sharing musical experiences with others and enhancing access to the arts for our communities
- Tertiary qualifications in Music or Music Education or professional equivalent
- Experience in a comparable arts management role
- Thorough musical knowledge
- High level budgeting and reporting skills with experience reporting to a variety of stakeholders including government funding partners, corporate and philanthropic partners and Boards
- Ability to direct and manage staff, musicians and volunteers
- Strong writing, oral and interpersonal skills

### **Desirable**

- Ability to translate musical vision for non-musicians
- Knowledge and interest in a wide range of musical styles
- Report and/or grant writing experience
- Familiarity with current Health and Safety Legislation is an advantage