

WISCONSIN CHAMBER ORCHESTRA

Community Engagement & Education Associate | Opportunity Profile | August 2026

Position Summary

Wisconsin Chamber Orchestra (WCO) seeks a Community Engagement & Education Associate to support the growing portfolio of youth education and community engagement programs across the greater Madison area. This position reports directly to the Community Engagement & Education Manager and will primarily focus on the day-to-day management and delivery of youth education programs (approximately 90% of the role), with additional support for community engagement activities (approximately 10%).

The WCO currently oversees seven youth education programs and two community engagement programs. This role will serve as the primary point of contact and operational support across those programs with a particular emphasis on Super Strings helping to ensure seamless communication, program delivery, and data management. The position will also represent the WCO at Masterworks concerts to support the community table and deepen community partnerships.

This is an hourly, non-exempt position with a benefits package. The WCO is an equal employment opportunity (EEO) agency; all are encouraged to apply.

Benefits

- Approximately 30 hours per week
- Flexible working environment
- Pay range: \$19-20 per hour
- Parking reimbursement
- Health and dental benefits
- Laptop for office use
- 401k retirement plan
- Paid holidays, vacation, sick time

Responsibilities

Youth Education Programs (90%)

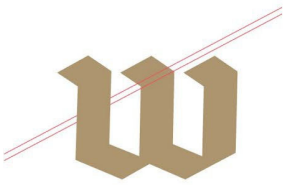
- Serve as the day-to-day manager for the Super Strings program, overseeing all aspects of program operations and delivery
- Coordinate and communicate with site coordinators across all Super Strings locations, providing ongoing support and logistical guidance
- Coordinate and communicate with instructors to establish schedules, connect with site coordinators and families
- Serve as the primary point of contact for Super Strings families, responding to all inquiries, managing communications, and ensuring a welcoming and informed experience
- Respond to all incoming communications for youth education programs in a timely and professional manner, serving as the front-line contact for families, schools, and community partners
- Maintain and update the internal program database, ensuring accurate and current

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records for all youth education programs including registration, attendance, and participant data

- Support Sr. Manager in managing relationships and coordinate ongoing logistics with partners as needed.
- Assist with registration and enrollment processes across all youth programs, including the development and management of sign-up portals and onboarding materials
- Support program evaluation by administering surveys and tracking relevant data for reporting to the development team
- Assist in the execution of all WCO youth education programs, including UnMuted, Youth Concerts, Side-by-Side, Concerts on the Square Kids Area, and Young Concerto Artists Competition

Community Engagement (10%)

- Support Sr. Manager and the WCO in attending community events, concerts, post-concerts as needed and as schedule allows
- Assist with community ticket programs, including tracking distributions, communicating with recipients, and maintaining accurate records
- Other duties as assigned

Who You Are

- 1–2 years of experience in arts administration, education, youth programming, or a related field strongly preferred
- Strong written and verbal communication skills, with the ability to respond professionally and warmly to families, partners, and colleagues
- Exceptional organizational skills and attention to detail; able to manage multiple programs and deadlines simultaneously
- Experience working with youth or in a youth-facing program environment is highly valued
- Comfortable working independently and taking initiative while also being a collaborative and reliable team member
- Proficiency in database or CRM tools; comfort learning new systems quickly
- Ability to work evenings and weekends as required for concerts and program events
- Musical background a plus but not required

Who We Are

No other arts organization in Wisconsin performs free for more people each year.

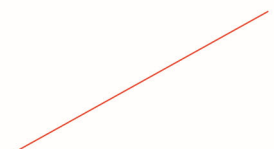
Founded in 1960, the orchestra is built on a foundation of quality musicianship with top-tier musicians. As a smaller ensemble, we're able to showcase music at an intimate level, providing attendees with a unique experience. Under the direction of Maestro Andrew Sewell, we make classical music accessible to our community from concert halls to Madison's Capitol Square, reaching over 250,000 music lovers annually.

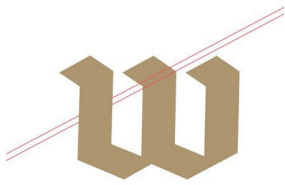
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We are driven in our mission to strengthen communities through innovative, high-quality artistic experiences that entertain, inspire, and unite diverse audiences. And we're passionate about creating a sustainable future through our strategic plan.

Our core artistic programs include the four-decade tradition of Concerts on the Square®, the Masterworks series at the Overture Center for the Arts, annual performances of Handel's *Messiah*, educational programming and concerts for families and children that serve over 2000 youth each year and performing with local arts groups like Madison Ballet. In 2023, the WCO launched the Composer Collective series with a five-year, five-album project titled *Musical Landscapes in Color* with the goal of expanding the orchestral canon to include new works by living composers of color.

We strive to create a vibrant and inclusive space where music creates a sense of togetherness and connection, and that's why we're relentless about finding new ways to collaborate and partner with local groups in our community.

As a member of the League of American Orchestras, we take our commitment to Diversity, Equity, and Inclusion seriously. Working with Nehemiah, Inc. through the Catalyst Incubator Grant, our goal is to become a cultural ambassador to Madison while creating relationships that allow for authentic conversation, partnerships, and accessibility to musical experiences.

While headquartered in Madison, we believe in extending our mission to communities across Wisconsin when there are opportunities to do so. To learn more visit wcoconcerts.org.

Why Should You Work Here?

We put people first. With an ongoing nod to the history of classical music, we aren't afraid to push forward into the future and new norms while respecting tradition. While this statement is about programming, it translates directly to our culture with staff, musicians, and volunteers. We know that when we allow our people **agency** and flexibility in the workplace, we get the best productivity, innovation, and engagement from all members of our team, allowing us to take our work to new heights and have fun along the way. Our passion for the mission and focus on excellence is what sets us apart on stage and in the community and we let the work speak for itself. While we take our work very seriously, we try to not take ourselves too seriously. We create with purpose, we play with intent, and we perform with passion. Why? Because we believe it's possible to inspire a better, **inclusive** community through music and we want you to be part of that with us.

TO APPLY

[Click here to fill out the online application.](#) Applications received by September 11, 2026, are ensured full consideration. Applications will be accepted until the position is filled.

If you have questions about the application process or cannot fill out the online application due to a disability or system problem, please contact WCO offices at 608.257.0638 or email education@wcoconcerts.org. wco@wcoconcerts.org.

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