

**Job Opportunity: Head of Studies Department, Student Affairs, Community Communication & Organization of Orchestral Celebrations**

**Location:** Fujairah Philharmonic Orchestra, Fujairah, UAE

**Position Type:** Full-Time

**Start Date:** March 2025

**About Fujairah Philharmonic Orchestra:**

The Fujairah Philharmonic Orchestra is a distinguished orchestra dedicated to the advancement of musical arts and education in the Fujairah, UAE. As a leading cultural organization, we are committed to delivering world-class musical performances while nurturing a vibrant academic environment. We seek an experienced and motivated individual to join our team in a multifaceted leadership role that combines academic administration, student affairs, community engagement, and the organization of high-profile orchestral events and celebrations.

**Position Overview:**

We are looking for a dynamic and visionary leader to assume the role of **Head of Studies Department, Student Affairs, Community Communication, and Organization of Orchestral Celebrations**. This position offers a unique opportunity to lead the academic and student experience while fostering communication and engagement with the local and broader community. Additionally, the role will involve organizing major orchestral celebrations and events, contributing to the growth and success of the Fujairah Philharmonic Orchestra's outreach and cultural impact.

**Key Responsibilities:**

- **Head of Studies Department:**
  - Oversee the academic structure and curriculum development for all music programs within the orchestra's education division.
  - Lead a team of educators, providing guidance, mentorship, and support for professional development.
  - Collaborate with faculty and staff to ensure the highest academic standards and student outcomes.
- **Student Affairs:**
  - Manage all aspects of student services, including academic advising, student welfare, and extracurricular activities.
  - Develop initiatives that enhance the student experience, ensuring a supportive and enriching environment for students.
  - Act as a liaison between students and faculty, addressing concerns and fostering an inclusive, student-focused community.
- **Community Communication:**
  - Develop and implement communication strategies that connect the orchestra with the local and international communities.
  - Manage public relations efforts, including press releases, social media presence, and partnerships with cultural organizations.
  - Build and maintain strong relationships with external stakeholders, sponsors, and local arts and educational institutions.

- **Organization of Orchestral Celebrations:**

- Plan, coordinate, and oversee major orchestral events and celebrations, ensuring seamless execution and high artistic standards.
- Work closely with the music director, conductors, and other team members to organize performances, festivals, and other events that celebrate the orchestra's achievements.
- Manage event logistics, including scheduling, budgeting, and collaborating with event vendors, sponsors, and partners.

**Qualifications:**

- A degree in Music Education, Arts Management, or a related field (Master's degree preferred).
- Proven experience in academic leadership, student affairs, and event management in a cultural or educational setting.
- Strong knowledge of music education, orchestral performance, and the arts sector.
- Excellent communication, organizational, and interpersonal skills.
- Ability to build and sustain strong relationships with students, faculty, community members, and external stakeholders.
- Demonstrated ability to organize large-scale events and cultural celebrations with professionalism and attention to detail.
- A passion for the arts and a commitment to the development of music education and community engagement.

**How to Apply:**

To apply, please submit your CV, a cover letter detailing your relevant experience and vision for the role, and any supporting documents to [ibrahim@fpos.ae](mailto:ibrahim@fpos.ae) . The deadline for applications is 28<sup>th</sup> February 2025, and we will begin reviewing applications immediately.

**Join Us at the Fujairah Philharmonic Orchestra:**

This is a remarkable opportunity for a skilled professional to play a key role in shaping the future of music education, student engagement, and community outreach within a prestigious cultural institution. If you are a strategic thinker with a passion for music and community-building.