



BOZEMAN SYMPHONY
Norman Huynh, Music Director

Engagement Coordinator – Job Description

The Bozeman Symphony is looking for an Engagement Coordinator to join our team. With a mission to engage, unite, and uplift the human experience through music, the Bozeman Symphony Orchestra & Symphonic Choir serve south-central Montana through inspiring symphonic and choral performances, across our Classical Series, Bozeman Symphony Presents, and Spotlight Series. Beyond the concert hall, we also provide meaningful educational experiences and community engagement for all ages. Today, the Bozeman Symphony stands at a transformational moment. Guided by Music Director Norman Huynh and energized by growing audience demand and strong community support, the organization is advancing a bold vision rooted in artistic excellence, operational strength, and meaningful public impact. We are committed to inspiring the next generation, deepening connections across our region, and helping shape a distinctive Montana Sound for years to come.

Position Overview: As Engagement Coordinator, you are responsible for the planning and execution of BSO education and community engagement activities. Responsibilities include scheduling events, hiring musicians, coordinating with teachers and other community members, requesting performance permissions for Symphony Storytime materials, event planning, follow-up communications, and reporting. Front of House responsibilities include the planning and execution of the Symphony’s “Front of House” activities for all performances and special events, as well as maintaining, training, and supervising a reliable and diverse group of volunteers.

This position is a member of the BSO Education and Community Engagement team, supervised by the Director of Education and Community Engagement, and works closely with all administrative staff of the Bozeman Symphony.

Breakdown of Duties and Responsibilities -

Education and Community Engagement Coordination:

- Coordinate all aspects of education and community engagement activities, including projects like Symphony Storytime, 5th-grade sectionals, and 4th-grade concerts.
- Oversee general set-up and tear-down of activities related to education and community engagement at ECE programs, concert performances, open rehearsals, and other BSO events.
- Coordinate with ECE Director and other BSO team members regarding any specific event needs (e.g. access to certain spaces during concerts, music rentals, musician hiring, marketing, etc.)
- Prior to each event, schedule the event, hire musicians, coordinate with hosts and other stakeholders, acquire and create requisite materials, secure necessary permissions, create timing sheets, and maintain shared planning documents.

- During each event, set up and tear down, serve as a team lead to proactively find solutions during performances and events, such as musician support, customer service, and safety issues; and monitor and document the event.
- Following each event, follow up with key stakeholders, log musician hours, log any mileage pertaining to ECE activities, close out the event planning documents, and complete program reporting documentation.
- Build positive relationships with the Symphony's community of musicians, volunteers, board members, patrons, donors, educators, vendors, and nonprofit partners.
- Maintain a positive and friendly environment that aims to provide an exceptional experience for all stakeholders participating in ECE activities.

Volunteer Coordination:

- Maintain a positive and friendly environment that aims to provide an exceptional volunteer experience that attracts and retains dependable volunteers.
- Maintain familiarity and knowledge of the organization's volunteer operating policies.
- Recruit volunteers for performance events as well as events/activities requested from other departments (E.g. Development requests for fundraiser support; Concert Manager requests for backstage support; Box Office requests for annual subscription mailing support)
- Manage all volunteer communications, job descriptions, training, assignments, and supervision at performances and events to ensure coverage.
- Create and maintain volunteer files, database, and other relevant information such as dates to be recognized, current address, emergency information, current phone numbers, and areas of interest or ability. Track and record volunteer hours performed.
- Regularly recruit volunteers through community events and resources, appropriate media, and orientation meetings.
- Coordinate annual volunteer appreciation initiatives and look for volunteer recognition opportunities (such as thank you notes, awards for special achievements or service, acknowledgment of birthdays, anniversaries, etc.)

Front of House Coordination:

- Manage and coordinate all aspects of the "Front of House" for concert performances and open rehearsals at Willson Auditorium and other area venues.
- Oversee general set-up and tear-down of activities related to "Front of House" at concert performances and open rehearsals.
- Coordinate with Concert Manager regarding any specific Guest Artist FOH attendance or needs during events (E.g. Arranging space for artists to meet patrons or selling artist merchandise)
- Serve as the team lead to proactively find solutions related to "Front of House" during performances and events, such as security, customer service, and safety issues.
- Secure and place food orders related to concessions; procure the appropriate number of concession items, working with vendors as approved.

- Configure Concession and/or Merchandise products in Square for smooth sales transactions at events; coordinate any cash bag/change in advance of events; pick up all monies at the conclusion of events
- Prepare concession and/or Merchandise items for display and appropriate signage at events
- Following each event, close-out FOH activities including: logging volunteer concert hours from the event, reconciling cash bags from concessions and Square credit card concessions sales, reconciling any Guest Artist merch cash sales and/or Square sales, and logging any mileage pertaining to FOH tasks (storage unit runs, concession pick-up, etc...)
- Schedule regular meetings with staff to review upcoming events and follow up on any issues related to “front of house” in coordination with administrative staff.
- Build positive relationships with the Symphony’s community of musicians, volunteers, board members, patrons, donors, educators, vendors, and nonprofit partners.

Requirements:

- A college degree or 1-3 years of previous experience in organizing and coordinating events.
- Team player with excellent written and verbal communication skills and the ability to interact effectively with a wide variety of people.
- Highly organized team player with ability to prioritize and oversee multiple projects from beginning to end with a high degree of accuracy and exceptional attention to detail.
- Ability to be a self-starter, learn quickly, problem solve, and possess a “can-do” attitude.
- Ability to build relationships and provide exceptional customer service.
- Strong computer skills with proficiency in MS Office (Excel, Word, Outlook).
- Availability to work evenings, concert weekends, and special events.
- Ability to stand and walk for up to six hours a day
- Must occasionally lift and/or move up to 40 pounds.
- Position requires a valid US driver’s license and a vehicle that can be used for work purposes.

Preferred qualifications:

- Passion for the performing arts and classical music
- Experience with Square or similar POS systems and sales terminals to manage concessions and merchandise sales
- Experience handling cash and credit sales and running reconciliation reports to monitor product stock and sales
- Experience teaching in a classroom setting and creating teaching/curriculum materials
- Experience playing an instrument in an ensemble
- Fluency in a second language (Spanish, preferred)

Compensation: \$50,000/year

Job Type: 40+ hours a week, Full-time, salaried exempt

Reports to: Director of Education and Community Engagement

Hours: Typical hours include office time between 9:00 a.m.-5:00 p.m. Monday-Friday, PLUS additional hours as needed and availability to oversee setup for events and concerts that may take place in the evenings and on weekends. Your schedule will be approved by the Director of Education and Community Engagement.

Benefits: 2-week paid vacation; paid holidays (including Fridays off following performance weekends at Willson Auditorium); paid sick days; medical, dental, and vision insurance; simple IRA after 1 year; complimentary tickets to performances and events (when available); flexible schedule (when available).

To Apply: Please submit your cover letter, resume, and two professional references to employment@bozemansymphony.org. The position is open until filled, prioritizing materials submitted by May 6th, 2026. Submissions without the requested materials will not be reviewed.

The Bozeman Symphony is an Equal Opportunity Employer.