



# BOARD OF DIRECTORS

## DIRECTOR OF EDUCATIONAL OUTREACH

Updated: February 10, 2013

### SUMMARY

This position plans and implements all aspects of educational outreach activities to achieve and exceed student participation goals for Voices of Omaha. This position works with public school and church choral directors, and two local homeschool networks to recruit high school age participants. It is understood that the parameters of this position may change based upon new opportunities or changing circumstances.

### DUTIES AND RESPONSIBILITIES

#### RECRUITMENT

- Invitation eblasts to Nebraska Music Educators and American Guild of Organists lists
- Invitation and flyers posters mailed to New Era directors
- Working with Director of Marketing and Communications, keep website Educational Outreach page current and social media posts interesting and useful
- Follow-up with phone calls and personal emails to the directors

#### ENGAGEMENT

- At rehearsal, serve as main point of contact for the high school singers – welcome and get to know them.
- Organize a photo for press release

### MINIMUM REQUIREMENTS

- Proficient in Microsoft Word, Excel, and PowerPoint (or Prezi)
- Computer with internet access
- Strategic thinker
- Excellent interpersonal communication skills
- Excellent copy writing skills