

**Position:** Civic Engagement Coordinator  
**Supervisor:** Director of Civic Engagement  
**Location:** Harrison Opera House,  
Norfolk, Virginia  
**FLSA Status:** Full-Time, Non-Exempt  
**Salary:** \$37,000 – 42,000  
**Hours:** Monday-Friday 9am – 5pm;  
Some evenings & weekends

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#### Position Overview

The Civic Engagement Coordinator assists in the coordination and development of Virginia Opera's in-school events and performances, public-facing community events and performances, and the annual education show tour. The Coordinator will work in conjunction with the Artistic, Production, Development, and Marketing Departments to execute the department's programming. This position reports to the Director of Civic Engagement.

Position start date: July 14, 2025 (negotiable)

#### Job Responsibilities

- Assists in identifying and developing relationships with schools and public-facing community partners.
- Assists in creating and supporting public-facing community events that support and promote mainstage and/or civic programs.
- Assists in promoting and scheduling the annual education show touring performances and other season civic programming;
- Assists with providing off and on-site logistical support and conducts site visits for the annual education show tour and other season civic programming as needed
- Assists with maintaining an active and updated calendar for each season's civic programming.
- Coordinates, promotes, and generates school participation and ticket sales for "Student Night at the Opera" (mainstage final dress rehearsals),
- Manages and inputs purchase data associated with ticket sales for "Student Night at the Opera" as well as emcee each event.
- Creates or modifies educational teaching tools including study guides, resource lists, and related digital content that is age-appropriate and season-specific.
- Identifies and reports potential expenses in a timely manner to be approved by the department's budget manager (Director of Civic Engagement)
- Solicit and report feedback from schools and community partners.
- Assist with grant reporting including visual and written data collection.
- Any other duties as assigned.

**Education & Qualifications**

- Bachelor's degree preferred
- 3-5 years' experience in Education, Civic Engagement, and Non-Profit.
- Highly proficient in MS Office (Outlook, Word, Excel, PowerPoint).
- Experience with Tessitura a plus.
- Some production or stage management knowledge a plus.
- Passion for arts and music education, mentorship, and community relationship building.
- Superior ability to proactively develop and sustain positive relationships with school and public-facing community partners.
- Excellent interpersonal, verbal, and written communication skills.
- Comfortable interacting and/or addressing small and large audiences (including children, adults, potential administrators and other community professionals).
- Detail-oriented with the ability to manage multiple tasks on tight timelines.
- Follows directions well; excellent listening skills.
- Results-oriented with a friendly and collaborative approach.
- Ability to work evenings and weekends, as needed.
- Ability to lift or move up to 20 pounds.

**Employment Requirements:**

- Must have a valid driver's license and reliable transportation.
- Completion of Background and DMV check.

**Other Details**

- Health benefits
- Paid time off and holiday pay
- Parking
- Employee discounts

Virginia Opera is an Equal Opportunity Employer. Virginia Opera encourages applications from qualified persons of every race, ethnicity, national origin, religion, sex, age, veteran status, sexual orientation, and disability.