



## AMBASSADOR JOB SCOPE

**TITLE:** Ambassador

**STATUS:** Part-time (Intermittent), non-exempt employment position

**COMPENSATION:** \$15/hr

**REPORTS TO:** Learning & Partnership Program Manager

### **SUMMARY:**

The Lexington Philharmonic (LexPhil) seeks a dynamic individual to represent LexPhil and support LexPhil's MusicLab at various locations throughout central Kentucky such as community fairs, education fairs, library programs, schools, festivals, and more.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

#### ***MusicLab***

- Set-up and operate LexPhil's MusicLab, a portable studio that combines electronic and acoustic instruments.
- Facilitate interaction with the MusicLab for people of all ages.

#### ***Tabling***

- Represent LexPhil at various events such as community fairs, education fairs, library programs, schools, festivals, and more.

This job scope is not intended to imply that these are the only duties to be performed by the individual in this position. Other job-related duties and responsibilities may be assigned.

### **INCLUSION, DIVERSITY, EQUITY, & ACCESSIBILITY (IDEA)**

IDEA values are an essential part of the Lexington Philharmonic's work. All staff members are responsible for upholding these values and advancing LexPhil's work to more fully embrace and reflect them in the organization's work.

## EXPERIENCE & QUALIFICATIONS:

- Background in a music/sound discipline exhibited through an educational degree, training, and/or professional accomplishment.
- Proven customer support experience
- A proven commitment to inclusion, diversity, equity, and accessibility, as well as an understanding of how these values contribute to program success and sustainability.

## COMPETENCIES:

- Literacy with various music technologies (Logic Pro X, Makey Makey, etc.)
- Commitment to working collaboratively - flexible and open to ideas and knowledge;
- Proactive, direct and a sensitive communicator.
- Punctual - completes tasks within the time allotted and pro-actively communicates challenges to the Learning & Partnership Program Manager that may impact accomplishing duties.
- Ability to work independently and use independent judgment while keeping supervisor informed of work activity and issues.
- Stellar organizational skills with attention to detail and ability to schedule priorities to maximize efficiency and institutional goals.
- Understanding and commitment to Inclusion, Equity, Diversity and Accessibility principles.
- Must be able to work effectively and exhibit patience and understanding when working with artists, musicians, staff, community leaders and volunteers.
- Some evenings and weekends required.
- Ability to be on one's feet for extended periods of time.
- Ability to lift and transport heavy items and equipment.
- Has a car, current driver's license, and ability to drive.

## REQUIREMENTS:

- Live and work in central Kentucky.
- The Ambassador may be required to undergo background checks and fingerprinting.

## TO APPLY:

Please email the following requested materials with "LexPhil Ambassador Application" in the subject line to Alex Chadwell - [alex@lexphil.org](mailto:alex@lexphil.org)

**1. Letter of Interest**

Please submit a letter of interest that describes your qualifications and interest in this position. If you prefer, you may submit an audio and/or video recording instead.

**2. Resume/CV**

**3. Professional References**

Please provide the names, email addresses and phone numbers of two professional references.

*All applications will be confidential and references will not be contacted without the candidate's consent.*

**Deadline: Friday, July 29th, 2023**

The Lexington Philharmonic is proud to be an Equal Opportunity Employer and prohibits discrimination and harassment of any kind. All employment decisions are based on organizational need, merit and individual qualifications, without regard to race, religion, national or ethnic origin, gender, gender identity, sexual orientation or expression, age or disability. We celebrate diversity and are committed to creating an inclusive environment of mutual respect for employees and participants.

**ABOUT LEXPHIL**

The Lexington Philharmonic (LexPhil) is a dynamic, evolving orchestra located in Lexington, Kentucky. Founded in 1961, LexPhil is central Kentucky's largest professional music organization, serving a diverse population in central and eastern Kentucky. The Lexington Philharmonic believes in the transformative power of live orchestral music. Through its core values LexPhil will foster excellence and innovation in the performance and presentation of great music; enrich the lives of our diverse citizenry; educate current and future audiences and bring distinction to our community through the orchestra's work.