



## JOB DESCRIPTION

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<b>Title:</b>	Operations and Outreach Manager
<b>Organization:</b>	Miami Music Project, Inc.
<b>Classification:</b>	Full time
<b>Reports to:</b>	Director of Educational Programming
<b>Compensation:</b>	TBD, commensurate with experience, abilities and with room for growth for successful candidates
<b>Start Date:</b>	October 2015 (or until the position is filled)
<b>To apply:</b>	Send your Resume <u>AND</u> Cover Letter to: <a href="mailto: hiring@miamimusicproject.org">hiring@miamimusicproject.org</a> Use the words "Operations and Outreach Manager" in the subject line

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### Organization and Program Overview:

**Miami Music Project uses music as a tool for social transformation, empowering children to acquire values and achieve their full potential, positively affecting their society, through the study and performance of music.**

Miami Music Project (MMP) is a local, non-profit arts and social development organization founded by world-renowned conductor James Judd in 2008, with the support of the John S. and James L. Knight Foundation's one million dollar Knight Arts Challenge Grant. Since its inception, MMP reached over 25,000 public school children and youth through its initial In-School Residency program.

In 2010, MMP developed and implemented its core music education programming inspired by the *El Sistema* phenomenon - a new model for social change and a visionary global movement that transforms the lives of children through music. Miami Music Project's *El Sistem*-inspired program has already achieved national prominence as one of the largest programs of its kind in the United States.

Designed as an intensive, tuition-free, after-school music program, MMP provides hundreds of children from at-risk demographics with fully integrated music curriculum, excellent training from professional musicians and music educators and opportunities for leadership and social development. Students participate across four community chapters located in under-served and immigrant communities (Little Haiti, Doral, Liberty City, and Little Havana) with distinct populations - predominantly African American, Haitian and Hispanic.

The chapters work in harmony to further a shared vision, goals, curriculum, repertoire and experiences. Additionally, students take part in ensemble-based community performances throughout the school year.

The program builds transferable practical skills needed to improve academic motivation, classroom success and social preparedness, and creates new avenues of cultural awareness. Ultimately, by enriching the lives of individual children and creating a network of stand-alone orchestras, the program seeks to create social change within Greater Miami's most vulnerable communities.

### **Position Summary:**

Reporting to the Director of Educational Programming (DEP), the Operations and Outreach Manager ensures organizational effectiveness by managing program's operational functions, resources and assisting in cultivation of organizational partnerships.

We are looking for dependable, hardworking, self-motivated professional that welcomes feedback as a means to personal and professional growth. He or she will have an outgoing personality, be an outstanding networker and relationship builder, and will embrace the organization's mission by being passionate about children and social change through music.

### **Essential Functions and Responsibilities:**

- **Assist in the development, management and documenting of all operational components of the Miami Music Project's programming:**
  - Manage successful implementation of student recruitment and retention efforts,
  - Co-design and manage successful implementation of program's operational components,
  - Co-create annual event calendar including educational, artistic and social activities, in collaboration with Director of Educational Programming,
  - Assist with the program evaluation efforts and data collection,
  - Recruit and manage program staff, including site coordinators and security personnel,
  - Assist with recruitment and management of Teaching Artists,
- **Co-create, manage and monitor program's budget and prepare budget-related reports, process invoices, timesheets and payments,**
- **Assist Director of Educational Programming with managing multiple organizational partnerships:**
  - Maintain communication with host sites and community partners regarding program's plans and goals,
  - Help develop productive connections between MMP programs and other community-based organizations and individuals,
  - Manage collaborative efforts in the communities served to recruit and retain students and foster parental commitment,
- **Manage operational and logistical components of the programs:**
  - Manage enforcement of all rules, procedures and policies,
  - Oversee production of all concerts and events,
  - Oversee the recruitment and assignment of volunteers,
  - Provide operational reports and recommendations for improvement to the Director of Educational Programming,
- **Manage program resources and its distribution, including music sheets, educational materials, supplies, student uniforms and other.**

## Qualifications and desired skills:

- Strong commitment to the mission of Miami Music Project and *El Sistema* philosophy,
- Bachelor's degree or higher, administrative or management degrees preferred,
- Minimum 2 years of management experience,
- Demonstrable background in music and/or familiarity with orchestra operations a plus,
- Ability to work under direct supervision, supervise others and report problems using good communications, goal setting and conflict resolution,
- Excellent interpersonal, verbal and written communication skills with ability to effectively facilitate meetings, present publicly and provide professional and appropriate business level written information,
- Collaborative management style in a high-pressure environment requiring diplomacy and good judgment in managing interactions with others,
- Experience working with culturally, racially and economically diverse populations, ability to interact with youth in a positive, respectful and effective manner,
- Strong computer skills, competence in multiple software applications, excellent proficiency with Microsoft Excel required, familiarity with FileMaker a plus,
- Welcomes feedback as a means to personal and professional growth,
- Bilingual in English and Spanish or Haitian-Creole a plus,
- Local travel and evening and weekend availability,
- Valid FL license, clean driving DMV record, full insurance.

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### TO APPLY:

Send your Resume AND Cover Letter to: [hiring@miamimusicproject.org](mailto: hiring@miamimusicproject.org)  
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