



JOB DESCRIPTION

Title: Site Director, Little Haiti Chapter

Reports to: Director of Educational Programming

Classification: Full-time

Compensation: Depending on Experience and Skill Set. Position has room for growth for successful candidates

Start Date: November 2015 (or until position is filled)

To Apply: Send your Resume AND Cover Letter to:
hiring@miamimusicproject.org
Use the words "Site Director - Little Haiti Chapter" in the subject line.

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 Sistema*-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:

The Site Director for the Little Haiti Chapter is responsible for creating a healthy and vibrant ecosystem among the teaching artists, students, parents, site administration and the larger community.

He/she will ensure the highest quality of leadership, community-specific cultural sensibilities, and management of students and staff. He/she will oversee and support students and Teaching Artists by responding to the needs of each constituent, under the supervision of the Director of Educational Programming and in collaboration with Operations and Outreach Manager. He/she will be an advocate of the Miami Music Project's mission and El Sistema philosophy, while facilitating community and family inclusion.

Numerous performances and events may take place during weekends and participation will be required.

Essential Functions:

- Maintain effective and consistent communication with host school by updating administration with daily chapter-level activities, and monitoring each student's in-school progress in relation to their musical progress in the program,
- Provide assistance to the Director of Educational Programming (DEP) to effectively oversee and support Miami Music Project's site staff and Teaching Artists,
- Actively collaborate with the Operations and Outreach Manager (OOM) to ensure the dissemination of all information regarding daily operations and special events, i.e., concerts, student progress, class schedules, etc.,
- Communicate regularly with parents, seeking their support and building relationships with the families of our program and the broader community through intentional parent/family-focused meetings and events,
- Oversee each student's compliance with Miami Music Project discipline and attendance policies, i.e., schedule and facilitate individual parent-student-teacher meetings when needed for excellent or poor behavior and/or academic progress,

- Collaborate with DEP to meet with Teaching Artists at the chapter when needed to set common goals for the ensembles and discuss strategies for targeting the progress of each student,
- Supervise the proper assignment and maintenance of the musical instruments to each child, along all policies and procedures related to loaning an instrument,
- Verify Teaching Artists, coordinators and security personnel time sheets and manage substitutions according to Miami Music Project policies and procedures,
- Participate in weekly staff and/or other meetings as needed,
- Represent Miami Music Project and actively participate in community-based events and initiatives, forge successful relationship with community-based organizations (e.g. Little Haiti Arts Coalition, Little Haiti Cultural Center) in collaboration with the DEP and OOM,
- Submit reports on a regular basis in reference to the chapter, including but not limited to student behavior/academic progress, instruments, teaching artists, community engagement, parent involvement, etc.

In addition to the above responsibilities, the Site Director will perform other and related duties, as directed by the DOO and/or the DEP, not requiring materially different qualifications from those described above.

Qualifications and desired skills include:

- Strong commitment to the mission of Miami Music Project and *El Sistema* philosophy,
- Desire and demonstrated ability to be a motivational mentor and role model for all program constituents,
- 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,
- Ability to work effectively with a wide range of constituencies in a diverse community and the willingness to collaborate with and learn from one's colleagues,
- Strong computer skills, competence in multiple software applications, including Microsoft Excel, familiarity with FileMaker a plus,
- **Bilingual in English and Haitian-Creole REQUIRED,**
- Local travel and evening and weekend availability,
- Valid FL license, clean driving DMV record, full insurance.

Upon hiring, a Criminal Background check and Miami-Dade County Public Schools fingerprinting (level 2 screening) will be required of the candidate prior to working within public school grounds.