



## JOB DESCRIPTION

---

<b>Title:</b>	Site Director, Little Havana Chapter
<b>Reports to:</b>	Operations and Outreach Director
<b>Classification:</b>	Full-time
<b>Compensation:</b>	Depending on experience and skill set. Position has room for growth for successful candidates
<b>Start Date:</b>	August 2016 (or until position is filled)
<b>To Apply:</b>	Send your Resume <u>AND</u> Cover Letter to: <a href="mailto:hire@miamimusicproject.org">hire@miamimusicproject.org</a> Use the words "Site Director, Little Havana 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 Havana Chapter is responsible for creating a healthy and vibrant ecosystem among the teaching artists, students, parents, site administration and the larger community. Miami Music Project's Little Havana Chapter serves the three most musically advanced levels of Miami Music Project's Children's Orchestra members coming from the Little Havana community as well as from the local communities of Doral, Little Haiti, and, in the future, Liberty City.

The Site Director for the Little Havana Chapter 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 Operations and Outreach Director and in collaboration the Director of Educational Programming. He/she will be an advocate of the Miami Music Project's mission and El Sistema philosophy, while facilitating community and family inclusion.

As a unique element of the Miami Music Project's Little Havana Chapter serving the most advanced Children's Orchestras of Miami Music Project, the Site Director for the Little Havana Chapter will work directly with the Director of Educational Programming and conductors of the orchestras to ensure musical excellence and engaging and socially nurturing environment.

### **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) and the Operations and Outreach Director (OOD) to effectively oversee and support Miami Music Project's students, Teaching Artists, site staff and volunteers,
- Actively collaborate with MMP staff 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,
- Ensure accurate distribution of assets (instruments, accessories, equipment, sheet music etc.),

- Work with OOD to verify personnel time sheets and Teaching Artists invoices 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,
- 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 OOD 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,
- A minimum of three years of instrumental music experience of working in the field of arts and/or arts education with a 4-year undergraduate degree.
- Administrative or management degree or experience a plus,
- 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 Word & Excel, familiarity with FileMaker a plus,
- **Languages: English, Spanish, and Haitian Creole STRONGLY DESIRED,**
- Local travel and evening and weekend availability,
- Must be able to lift and move up to 50 lbs, and will be expected to assist with moving equipment pertinent to general operations,
- Valid FL license, clean driving DMV record, full insurance.

Performances and events may take place during outside normal program operations, including weekends, and/or evenings and will require the Site Director's participation.

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

---

### **TO APPLY:**

Send your Resume AND Cover Letter to: [hiring@miamimusicproject.org](mailto: hiring@miamimusicproject.org)  
Use the words "Site Director, Little Havana Chapter" in the subject line.