



JOB DESCRIPTION

Title: Director of Educational Programming
Organization: Miami Music Project, Inc.
Classification: Full time
Reports to: Executive Director
Compensation: \$50-\$58K annually, commensurate with experience and abilities
Start Date: June 2017
To apply: Send your Resume and Cover Letter to: [hiring@miamimusicproject.org](mailto: hiring@miamimusicproject.org)
Use the words "Director of Educational Programming" in the subject line. Interviews will begin in May. Interviews with three most qualified candidates will be held in Miami, FL.

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 society, through the study and practice of music.

Miami Music Project (MMP) is a Florida-based non-profit education and arts-organization founded by world-renowned conductor James Judd in 2008. In 2010, Miami Music Project developed and implemented its core music education program modeled after the El Sistema philosophy to make classical music training available to all, especially those with the fewest resources and greatest need.

Designed as an intensive, tuition-free, after-school music program, MMP provides hundreds of children from at-risk demographics with a fully integrated music curriculum, high quality musical training, and opportunities for leadership and social development. The program builds the 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 in Greater Miami's most under-resourced communities, the program seeks to create social change within the communities served.

Miami Music Project currently serves a total of 480 students participating across four community chapters (Little Haiti, West Dade, Liberty City, and Little Havana) with distinct populations predominantly African American, Haitian-American and Hispanic. MMP students train after-school with classes led by a team of professional musicians - Teaching Artists. Students participate in ensemble-based community performances throughout the school year. The program chapters work in harmony, while keeping their unique qualities, to further a shared vision, goals, curriculum, repertoire and experiences.

Position Summary:

Reporting to the Executive Director (ED), the Director of Educational Programming (DEP) carries out the implementation of MMP's educational programming with a clear eye toward musical and non-musical/social outcomes, manages program site directors and other program staff, oversees the performance season, leads Teaching Artist development, and cultivates programming partnerships. The DEP will uphold MMP's mission and the ideals of El Sistema philosophy in order to create an encouraging environment in which teachers, students and families thrive.

Essential Functions and Responsibilities:

- Program implementation and oversight:
 - Oversee broad implementation of program curriculum and model, ensure cohesiveness between program sites, keeping in mind the uniqueness of the communities served,
 - In consultation with the site directors, set daily, monthly and yearly schedules for each site in accordance with the program structure and curriculum,
 - Manage yearly program budget and strive to generate optimal program outcomes,
 - Build systems for feedback on program quality and design from diverse stakeholders,
 - Maintain and manage up-keeping of program database system (FileMaker Pro),
 - Administer evaluation, assessment and documentation of the program's educational components; provide timely updates, reports and recommendations for improvement to the executive director,
 - Oversee student attendance, evaluations, progress and carrying out of communications with family members when problems exist in order to find solutions,
 - Manage program resources and their distribution including music sheets, scores and educational materials,
 - Supervise inventory of musical instruments and accessories, oversee disbursement to sites and students, oversee instruments' purchases & repairs,
 - Assist in the design of new programs and/or program at new sites,
- Site staff management:
 - Directly supervise site directors and program staff to ensure consistent program quality across sites,
 - Foster opportunities for cross-site interaction, learning and development,
 - Recruit and retain "A players" as site staff and teaching positions,
 - Provide constructive feedback and address challenges as they arise in order to encourage growth and development of the team,
- Teaching Artists supervision and professional development:
 - Recruit Teaching Artists to fulfill educational goals, administer scheduling of all faculty substitute teachers,
 - Set educational and music repertoire goals and monitor implementation and progress,
 - Help design and implement annual Teaching Artist Training Program and year-round professional development activities for MMP's Teaching Artists through clearly articulated goals for skills and competencies,
 - Carry out classroom observations and create structures for feedback to allow for continuous evaluation of program goals, accomplishments and improvements,
- Management and cultivation of program partnerships:
 - Work closely with the Miami-Dade County Public Schools and host sites' administrators to provide best services to the children and their families, mitigate day-to-day challenges that may arise, and maintain and strengthen the institutional relationships,
 - Develop and maintain relationships with other community partners, leaders and educational programs.

Qualifications and desired skills:

- Strong commitment to the mission of the Miami Music Project and *El Sistema* philosophy,
- Experience working in community settings with a track record of achieving shared goals and successful program execution with multiple stakeholders and agendas,
- A minimum of five years of experience in a managerial or supervisory role including supervising and evaluating staff, faculty and others,
- A minimum of three years of instrumental music experience of working in the field of music, arts education, and/or with children,
- Four-year undergraduate degree required, preferably a music degree,
- Thorough understanding of diverse music education pedagogies and their relation to child development, the culture of children’s and youth orchestras or community music schools,
- Exceptional administrative and organizational skills with ability to juggle multiple priorities and tasks and manage staff to everyone’s best abilities,
- Excellent verbal and written communications skills with demonstrable ability to effectively facilitate meetings, present publicly and provide professional and appropriate business level written information,
- Experience working with culturally, racially and economically diverse student population,
- Ability to work collaboratively on a team and in a high-pressure, multi-tasking environment,
- Strong desktop computer skills (business professional level),
- Welcomes feedback as a means to personal and professional growth,
- Broad orchestral training and experience preferred,
- Local travel and evening and weekend availability required,
- Valid driver’s license, clean driving DMV record, full insurance,
- Spanish or Haitian-Creole proficiency a plus,
- Must be able to lift and move up to 50 lbs, and will be expected to assist with moving equipment pertinent to general operations.

Miami Music Project is firmly committed to a policy of equal employment opportunity. We hire qualified applicants without regard to race, color, sex, religion, national origin or ancestry, age, marital or veteran / military status, disability, genetic information, sexual orientation, gender identity or expression, or any other legally protected status.

As permissible under applicable law, applicants will be subject to a pre-employment background check and drug test after receiving a conditional offer of employment. The background check will investigate criminal background and other matters related to suitability for employment, particularly since Miami Music Project works with children. Likewise, employment is contingent on receiving a negative test result for illegal drug use. Separate disclosure and consent forms will be provided prior to any background check or drug test.

TO APPLY:

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