



JOB DESCRIPTION

Title: Music Education Director
Organization: Miami Music Project, Inc.
Classification: Full time
Reports to: Executive Director
Compensation: Commensurate with experience and abilities
Start Date: August 2018
To apply: Send your Resume and Cover Letter to: [hiring@miamimusicproject.org](mailto: hiring@miamimusicproject.org)
Use the words "Music Education Director" in the subject line. Applications without Cover Letter will not be taken into consideration.

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 community 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.

During the 2018-19 school year, Miami Music Project will serve close to 600 students, ages 6-18, participating across five community chapters, providing music education on five levels of advancement. The program serves predominantly African American, Haitian-American, and Hispanic populations. 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, as well as take part in multiple high-quality, out-of-state opportunities. The program chapters work in harmony, while keeping their unique qualities, to further a shared vision, goals, curriculum, repertoire, and experience.

Position Summary:

Reporting to the Executive Director (ED), the Music Education Director (MED) carries out the implementation of the organization's educational programming and its curriculum with a clear eye toward musical and non-musical/social outcomes; oversees the performance season; recruits and leads the team of Teaching Artists and their professional development; oversees the inventory of musical instruments and equipment; and cultivates educational and artistic aspects of programming partnerships. The Music Education Director 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:

- Teaching Artists management and professional development:
 - Recruit, onboard, and schedule all Teaching Artists, Teaching Artists Assistants, and substitute teachers,
 - Set educational and music repertoire goals and monitor implementation and progress,
 - Help design and implement an 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 fulfillment of educational goals and continuous evaluation of program activities, accomplishments, and improvements,
 - Provide constructive feedback and address challenges as they arise in order to encourage growth and development of the faculty,
 - Foster opportunities for cross-site interaction, learning, and ideas exchange,
- Curriculum design, implementation, and student progress oversight:
 - Oversee broad implementation of program's curriculum and model, ensuring cohesiveness between program sites, yet remain mindful of the uniqueness of each community served,
 - Build systems for feedback on program quality and progress from various stakeholders,
 - Develop, implement, and oversee student evaluations and other metrics to measure the progress made in each musical ensemble,
 - Administer evaluation, assessment, and documentation of the program's educational components; provide timely updates, reports, and recommendations for improvement to the Executive Director,
 - Oversee selection of musical repertoire reflective of our mission and appropriate for each skill level and all ensembles,
 - Assist in the design of program improvements, new programs, expansion to new sites, etc.,
- Management and upkeep of instrument inventory and educational materials:
 - Supervise inventory of musical instruments and accessories, instrument disbursement to sites and students, and all purchases & repairs,
 - Manage program's educational resources and their distribution including sheet music, scores, and educational materials,
- Cultivation of programming partnerships:
 - Work closely with the Miami-Dade County Public Schools and its Visual and Performing Arts Department to align with and support the district's goals for music education and provide the best experience and services to the children served,
 - Maintain productive relationships and communications with all existing and future community partners in relation to educational and artistic aspects of our partnerships; assure alignment of goals and mutual support.

Qualifications and desired skills:

- Graduate music degree required, preferably in music education, arts administration, or a similar field; doctorate degree a plus,
- 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 three years of experience in a managerial or supervisory role including supervising and evaluating staff and/or faculty,
- A minimum of three years of experience working in the field of music, arts education, and with children or youth,
- Knowledge and experience in curricula design, implementation, and evaluation,
- 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 communication 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 populations,
- Ability to work collaboratively on a team and in a high-pressure, multi-tasking environment,
- Broad orchestral training and experience a must,
- Strong desktop computer skills - business professional level: proficient with Microsoft Office Suite including Word, Excel, and Power Point. Windows OS, CRM software knowledge preferable, ability to learn new technologies and software/applications,
- Welcomes feedback as a means to personal and professional growth,
- Local travel and evening and weekend availability required,
- Valid driver's license, clean driving DMV record, full insurance,
- Spanish and/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:

Send your Resume and Cover Letter to: hiring@miamimusicproject.org

Use the words "Music Education Director" in the subject line.

In the Cover Letter, use your background and experience to explain why you're interested in and the best fit for this position.

Applications without Cover Letter will not be taken into consideration.