



JOB DESCRIPTION

Title:	Program Manager
Organization:	Miami Music Project, Inc.
Classification:	Full time, exempt
Reports to:	Program Director
Start Date:	June 2022 (or until position is filled)
Compensation:	Annual Salary + Benefit Package (health insurance, PTO, retirement plan, and expense reimbursement)

Organization and Program Overview:

Miami Music Project is a 501(c)(3) nonprofit organization that uses music as an instrument 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's vision is to create opportunity and access through music for those most in need, improve the quality of life for children today and ultimately transform their lives, the lives of their families, and their communities. Emerging as a model for music education programs nationally, Miami Music Project offers free-of-charge, after-school programming to all students with no barriers to entry, regardless of race or economic status. As of today, Miami Music Project has reached over 30,000 children and youth across Miami-Dade County, becoming one of the largest socially transformative music initiatives in the U.S. Miami Music Project's programming is 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.

Designed as an intensive, tuition-free, after-school community music program, Miami Music Project provides hundreds of children from Greater Miami's communities with most untapped potential 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, the program seeks to create social change within the communities served.

More at: miamimusicproject.org

Position Summary:

Reporting to the Program Director (PD), the Program Manager (PM) ensures organizational effectiveness by managing operational and logistical functions of all programming activities, including budgets, recruitment, production of concerts and events, year-round calendar, and resources. We are looking for dependable, hardworking, self-motivated professional that welcomes feedback as a means to personal and professional growth. The Program Manager 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:

- **Development and management of operational components of the programs:**

- Design and manage successful implementation of program's operational and logistical components,
 - Lead the creation of the annual programming calendar,
 - Document activities and provide operational reports, analysis, and recommendations for improvement,
 - Assist in recruitment of Teaching Artists and all program staff, including site coordinators, security personnel, and bus assistants,
 - Assist in successful implementation of student recruitment and retention efforts,
 - Oversee enforcement of rules, procedures and policies,
 - Assist with the program evaluation and data collection efforts.
- **Program operations and logistics:**
 - Manage operation and logistics of program calendar activities, including overseeing production and logistics of all concerts, events, workshop, training sessions etc.,
 - Find and book venues for concerts and events, oversee enforcement of contracts,
 - Manage all communications between venues/facility partners and the organization,
 - Oversee the recruitment and assignment of volunteers to assist with events,
 - Monitor programming calendar, determine priorities and identify conflicts in a timely manner.
- **Manage and monitor programming budgets:**
 - Maintain systems and procedures for tracking budget, contracting, certification, and other data,
 - Proactively look for and inform of programming budget shortcomings and cost-related challenges,
 - Prepare budget-related progress reports for development purposes,
 - Approve purchase orders and payments of musical instruments, supplies, uniforms, and all other program related items,
 - Effectively manage allocated resources and find creative ways to minimize costs,
- **Assist with managing multiple organizational partnerships in the area of operations and logistics:**
 - Maintain communications with host sites and community partners regarding program's facilities and activities,
 - Assist in collaborative recruitment and retention efforts inside communities served and help foster parental commitment.
- **Manage program resources and its distribution, including music sheets, educational materials, supplies, student uniforms and other,**
- Other duties and responsibilities as assigned.

Qualifications and desired skills:

- Bachelor's degree or higher, administrative or management degree preferred,
- A minimum 3 years of experience in a managerial role and working with teams,
- Strong commitment to the mission of Miami Music Project and *El Sistema* philosophy in order to create an encouraging environment in which students thrive,
- Background in orchestral music and familiarity with orchestra operations a must,
- Experience working in community settings with a track record of successful program execution with multiple stakeholders and agendas,
- Ability to work under direct supervision and independently, supervise others and report problems using good communications, goal setting and conflict resolution,
- Ability to work collaboratively on a team and in a high-pressure, multi-tasking settings,
- Exceptional administrative and organizational skills with ability to juggle multiple priorities and manage teams to everyone's best abilities,

- 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 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. Familiarity with FileMaker a plus,
- Welcomes feedback as a means to personal and professional growth,
- Spanish and/or Haitian-Creole proficiency a plus,
- Local travel, evening / weekend availability required, travel for regular errands, attending meetings and events will be needed.
- Valid FL license and car insurance is required,
- 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.
