



## JOB DESCRIPTION

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<b>Title:</b>	Site Manager, Homestead Chapter
<b>Organization:</b>	Miami Music Project, Inc.
<b>Classification:</b>	Full time, Exempt
<b>Reports to:</b>	Director of Education and Programs
<b>Compensation:</b>	Competitive Salary + benefit Package (health insurance, PTO, retirement plan, and expense reimbursement)
<b>Start Date:</b>	July 22, 2024
<b>To Apply:</b>	Send your Resume and Cover Letter to: <a href="mailto: hiring@miamimusicproject.org">hiring@miamimusicproject.org</a> Use the words "Site Manager, Homestead Chapter" in the subject line. Applications without Cover Letter might not be taken into consideration.

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## ORGANIZATIONAL 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 and summer programming to all students with no barriers to entry, regardless of race or economic status. As of today, Miami Music Project has reached thousands of children and youth across Miami-Dade County, becoming one of the largest socially transformative music initiatives in US.

### Position Summary:

The Site Manager, Homestead Chapter is responsible for creating a healthy and vibrant ecosystem among the Teaching Artists, students, parents, site administration and the larger community.

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

### 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 Education and Programs (DEP) and the Program Manager (PM) 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 the Program Manager 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, forging successful relationships 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 Manager will perform other and related duties, as directed by the Program Manager and/or the Director of Education and Programs, 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 Word & Excel, familiarity with FileMaker a plus,
- Background in music preferred,
- Bilingual in English and Spanish,
- 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 and car insurance is required.
- Performances and events may take place during outside normal program operations, including weekends, and/or evenings and will require the Site Manager's participation.

*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: [hire@miamimusicproject.org](mailto:hire@miamimusicproject.org)  
Use the words "Site Manager, Homestead Chapter" in the subject line.**

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