



JOB DESCRIPTION

Title:	Site Manager, Little Havana Chapter
Organization:	Miami Music Project, Inc.
Classification:	Full time, Exempt
Reports to:	Director of Program Operations
Compensation:	Starting Salary \$58,700 + benefit Package (health insurance, PTO, retirement plan, and expense reimbursement)
Start Date:	August 2026
To Apply:	Send your Resume and Cover Letter to: hiring@miamimusicproject.org Use the words "Site Manager, Little Hanava Chapter" in the subject line. Applications without Cover Letter might not be taken into consideration.

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. Our vision is to create opportunity and access through music, improve the quality of life for children today, and ultimately empower them to transform their lives, the lives of their families, and their communities.

Founded in 2008 by conductor James Judd, Miami Music Project began as an in-school residency program with support from the Knight Foundation. In 2010, under the leadership of President & CEO Anna Klimala, the organization transitioned to an El Sistema-inspired model, launching its signature Children's Orchestras program to provide free, high-impact music education to underserved youth. Since its inception, Miami Music Project has served over 33,000 students and expanded to seven community chapters across Miami-Dade, becoming one of the largest socially transformative music initiatives in the US. Miami Music Project takes a comprehensive approach to understanding each student and the communities served, tailoring support to meet their unique needs and guiding them from their first notes to college acceptance.

Position Summary:

The Site Manager is the leader and connector at the heart of Miami Music Project's Little Havana Chapter, creating an environment where students, Teaching Artists, and families thrive. Through exceptional leadership, relationship-building, and a commitment to our mission, the Site Manager helps shape our music program into a vibrant community where young people can discover their potential and transform their lives.

The ideal Site Manager is a collaborative leader who is passionate about youth development through music. They are highly organized, relationship-driven, and committed to creating an environment where students, Teaching Artists, and families feel supported, valued, and inspired. They lead with professionalism, empathy, accountability, and a deep commitment to Miami Music Project's mission.

Program Leadership & Operations

- Lead the daily operations of the Little Havana Chapter, ensuring a positive, safe, and well-organized learning environment.
- Serve as the primary liaison with the host school, maintaining regular communication regarding program activities, student participation, scheduling, and school partnerships.
- Implement organizational policies, procedures, and program standards to ensure consistent, high-quality programming.
- Support the planning and execution of annual student recruitment, enrollment, retention, and re-enrollment efforts.
- Coordinate daily program logistics, including schedules, classroom assignments, snacks, homework support, and special events.
- Participate in weekly staff meetings, professional development, and required training.

Student & Family Engagement

- Build meaningful relationships with students and families that foster trust, engagement, and long-term participation.
- Monitor student attendance, behavior, and academic progress in partnership with Teaching Artists, families, and the leadership team..
- Facilitate parent-teacher-student conferences and intervention meetings when necessary to support student success.
- Plan and lead family engagement activities, parent meetings, and community-building events.
- Conduct required student and parent surveys to support program evaluation and continuous improvement.

Teaching Artist & Staff Support

- Oversee the staff day-to-day operations at the chapter location: Teaching Artists schedule and assignments, site support personnel, volunteers, and interns.
- Collaborate with the Director of Education to establish student learning goals, address instructional needs, and support Teaching Artist development.
- Review and approve Teaching Artist invoices, and substitute coverage in accordance with organizational policies.
- Foster a collaborative, respectful, and mission-driven team culture.

Community Partnerships & Performances

- Cultivate and maintain strong relationships with community organizations, cultural institutions, and partner organizations.
- Coordinate student participation in several performances throughout the year, master classes, field trips, and special events with organizations such as New World Symphony, Interlochen, Cleveland Orchestra, and other partners.
- Represent Miami Music Project at community meetings, performances, outreach events, and public functions.

Compliance & Administration

- Ensure compliance with all organizational, licensing, grant, and regulatory requirements, including but not limited to DCF standards, attendance reporting, emergency procedures, and incident documentation.
- Maintain accurate student, staff, and program records.
- Prepare timely reports related to enrollment, attendance, student progress, family engagement, Teaching Artist performance, and site operations.
- Oversee the distribution, tracking, maintenance, and inventory of music instruments, sheet music, equipment, and other organizational assets.
- Ensure proper implementation of grant-funded program requirements, including attendance tracking, data collection, surveys, and reporting.

Additional Responsibilities

- Perform other duties as assigned by the Director of Program Operations that are consistent with the responsibilities and qualifications of the position.

Qualifications

Required

- Bachelor's degree in Education, Arts Administration, Music, Business Administration, Nonprofit Management, or a related field.
- Minimum of three (3) years of supervisory or management experience.
- Background in music or music education.
- Demonstrated ability to lead teams, manage multiple priorities, and solve problems independently.
- Strong organizational, administrative, and project management skills.
- Excellent written, verbal, and interpersonal communication skills.
- Ability to build relationships with students, families, educators, community partners, and colleagues from diverse backgrounds.
- Proficiency in Microsoft Office Suite or Google Suite; experience with database systems such as Airtable is a plus.
- Valid Florida driver's license, reliable transportation, and current automobile insurance.
- Ability to lift and move musical equipment up to 50 pounds.

Preferred

- DCF Director Credential.
- Experience working in youth development, after-school programming, or nonprofit organizations.
- Familiarity with orchestral music programs and ensemble operations.
- Existing relationships with Miami-Dade County Public Schools, Florida Music Educators Association, or similar educational and arts organizations.
- Bilingual English/Spanish preferred; Haitian Creole is a plus.

Work Schedule

This position requires flexibility to support after-school programming, performances, special events, and community activities. Evening and weekend work is regularly required, along with local travel throughout Miami-Dade County.

Miami Music Project is firmly committed to a policy of equal employment opportunity and does not discriminate against an applicant or employee because of race, color, sex, religion, national origin or ancestry, age, marital, veteran / military status, disability, genetic information, sexual orientation, gender identity or expression, or any other legally recognized protected basis.

As permissible under applicable law, after receiving a conditional offer of employment, applicants will be subject to a pre-employment drug test and background check to investigate criminal background. 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.

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