



PROGRAM DIRECTOR JOB DESCRIPTION

Reporting to the Executive Director, the Program Director will have responsibility in two major areas: Sound Education Outreach and Summer Camp, both of which include faculty management.

The Program Director will:

- plan and manage budgets for each program
- evaluate current programs annually for artistic excellence and adherence to the AMS mission
- compile program data, including enrollment, demographics
- work with ED on grant proposals for program support and reports to funders
- work with the ED on promotion of programs
- communicate with program faculty, including facilitation of payment requests
- develop new programs as deemed necessary

Skills Required:

- Strong communication and organizational skills a must
- Experience working within and planning budgets
- Musical skills a plus, but not required

SOUND EDUCATION OUTREACH PROGRAM

Major responsibilities:

- Maintaining consistent and positive community presence of outreach program
- Ensuring quality experience of outreach performers and audiences
- Cultivating partnerships with community organizations and outreach sites. Includes maintaining current relationships, and adding new sites as needed (approx. 1 new site per year).
- Providing management to all current outreach ensembles and developing new ensembles as needed.

Duties include:

- Recruiting outreach ensemble members as needed.
- Recruiting and supporting private lesson faculty and students for outreach performances.

- Scheduling of preparatory ensemble performances (recitals or other inhouse showcases) and outreach ensemble performances.
- Ensemble leader support including backup rehearsal leading, student/family communications and support, technical and clerical support, and coordinating supplemental private lessons with appropriate faculty as needed.
- Assessing and supporting performance readiness of all outreach performers in collaboration with outreach ensemble leaders and coaches.
- Attending first time performances, including first performance by a new ensemble, or the first time at a new site.
- Act as spokesperson for outreach program when attending events.
- Recommendations to scholarship manager for need-based and merit scholarship recipients in service of outreach ensembles.
- Handle incoming requests for outreach performances, and general AMS student ensemble performances.
- Ongoing assessment and maintenance of Loft music equipment, including purchasing and coordinating repairs, with approval of ED.

SUMMER CAMPS

Duties and responsibilities include:

- Planning, scheduling and implementation of camper auditions
- Coordination with teachers to place students in appropriate camp ensembles
- Recruitment of campers for needed ensemble positions
- Management and coordination of all camp activities and schedules
- Act as communication point person between parents, teachers and campers
- Faculty supervision and support, including repertoire selection, conflict management, and scheduling of appropriate supplemental teachers
- Coordinate and plan field trips
- Assess and order needed equipment and supplies
- Work with faculty to evaluate ensemble needs and award merit-based scholarships within budget constraints and with approval of AMS Director
- Plan and schedule recording sessions
- Be present on first Monday of each camp to welcome families and students
- Attend closing concert on last day (typically Friday) of each camp
- Create and disseminate program evaluations to families, students and teachers; meet with teachers for post-camp evaluation in August

FACULTY MANAGEMENT

Program Director will coordinate with the ED in regard to Outreach and Summer Camp faculty in the following areas:

- Determine ongoing needs for new faculty.

- Review incoming resumes and set up interviews.
- Schedule biannual student ensemble recitals.

TIME AND PAY

- Program Director is a part-time position
- Pay commensurate with experience

Send resume and cover letter to:

Ryan Reardon, Executive Director
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