



North End Music & Performing Arts Center

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JOB OPPORTUNITY: MARCH 19, 2019

Job Description: Educational Programs Director

Reporting to the Executive Director, the NEMPAC Educational Programs Director will develop, oversee, and implement our educational programs. Programs include 'in-house' offerings (private music instruction, group instruction, music theatre troupe, dance, early childhood), as well as satellite programs (after-school programs on-site at various schools and community partners across the North End and Charlestown). The position is a blend of both administrative and artistic/programming work. This is an exciting opportunity for an individual to work in alignment with our strategic plan 2019-2022 programming goals to ensure music education continues to be accessible to all whom we serve, build funding opportunities through grants and fundraising, and expand group music/instrument offerings for youth and adults. She/he will be an advocate for the school and support current and prospective families, students, and partners. Must have flexibility for occasional nights and weekends for special events, fundraisers, recitals, etc.

Responsibilities:

MANAGER OF EDUCATIONAL PROGRAMS (50%)

- Oversees and manages our team of private music instructors and program directors, between 30-35 contractors: Creates and manages instructor annual contracts, reviews, and agreements; Completes annual year-end instructor evaluations and teacher assessments; Hires faculty with Ex. Director and Studio Dept. Heads; ensures top-level quality of instruction is provided; manages lesson/class goals & learning expectations
- Budgeting responsibilities: works with the Executive Director to create and monitor budgets for each program area focus, Monitors annual actuals to budget, and targeted revenue for programs
- With support from the Administrative Coordinator, will help manage regular administrative tasks including communications, answering the phone, mail, running open houses, and general facility needs.

- With support from Marketing Manager, will create content for communication pieces that reaches educational program audience, prospective students & partners, including content in monthly e-newsletter.
- Scholarship program administration: act as liaison between scholarship committee chair and applicants for both Need-based Scholarships
- Oversees all instructional sites, equipment, and rental contracts / agreements
- Oversees registrar and organization of all student records, as well as programming content on the website.
- Oversight, monitoring, and ensuring organizational policies are always followed and met.
- Strong consideration of customer service: collects feedback from constituents/families enrolled in quarterly classes or summer programs, and lessons.
- Responsible for the development of new instrumental and/or group lesson offerings for youth and adults

COMMUNITY ENGAGEMENT (25%)

- Engagement with current and prospective students, families, and community partners.
- Coordination of student recitals and events with faculty: semi-annual recitals
- Works with Marketing Manager and Ex. Director on execution of events to further engage with the community and partnerships - like pop-up events, petting zoo's, etc to raise awareness of NEMPAC
- Advocate for NEMPAC at outside community-wide events

GRANT WRITING & FUNDRAISING (25%)

- Researches, identifies, and writes grants for Educational Programs and Scholarships
- Develops and manages relationships with foundations, potential funders, or government programs
- Manages and coordinates annual Performathon each year - April
- Assists with annual fundraising events as needed and participates on Annual Gala or Fundraiser Committee
- Works with E.D. on Library Outreach Endowment in the North End.

Essential qualifications:

- Our ideal candidate will be a self-driven, motivated, people-person who believes in our mission at NEMPAC and who is eager to gain more experience in arts administration. Our ideal candidate will have...

1. Bachelor's degree and at least two years of professional experience in arts administration, a non-profit organization, music education, or a similar field.
2. Background in teaching a plus!
3. Ability to work in a fast-paced environment, while problem solving and prioritizing time-sensitive tasks
4. Proficiency with Word, the cloud, Excel, Social Media, Quickbooks, Database management (E-Tapestry a plus), comfortable working with technology
5. Demonstrated experience developing music curriculum and/or instrumental programs
6. Understanding of a community music or performing arts school setting
7. Experience with budgeting
8. Excellent written and oral communication skills, organization, customer service,
9. A positive attitude, ability to work with a variety of personalities, and also comfortable working independently.

Preferred, but not required qualifications:

- Advanced degree in arts administration, music performance, or music education; familiarity with the North End neighborhood and community (resident of the North End a big plus); teaching experience as studio teaching is an additional opportunity for this role at NEMPAC.
- Experience in music instruction or classroom management is preferred.
- Grant writing experience a plus.

How to Apply:

For consideration, please submit your resume, cover letter (with salary expectations), and three professional references to Sherri Snow, Executive Director at ssnow@nempacboston.org. Please include "Educational Program Director Applicant" in the subject line. This is a full-time salaried position with room for growth for the right candidate, in the organization as our programming and school expand. Compensation will reflect work experience and knowledge. Anticipated start date is Monday, May 27th. Accepting applications through April 26th. Compensation is salary range of \$45,000 - \$55,000, with competitive vacation & paid time off.