



## **POSITION TITLE: PROGRAM DIRECTOR**

### **Organizational Background**

At the Harmony Program, music changes lives every day. Through collective music-making, children from under-served communities explore new avenues and realize their full potential.

For over 15 years, the Harmony Program has distinguished itself by serving children in need, reaching them within their own communities, providing them with instruments and intensive, high-quality musical training, and helping to develop in them the life skills that support their healthy development - musically, academically, and socially. The Harmony Program also recruits and trains accomplished musicians as its teachers and provides them with formal professional development training, observation and evaluation, access to a network of their peers, and competitive compensation for their services, with the goal of instilling in them a long-term commitment to community outreach and education.

The Harmony Program is inspired by Venezuela's national youth orchestra system, "El Sistema." Committed to improving society through music, El Sistema has gained international acclaim for the breadth of its reach, the quality of its musicians, and the power of its positive influence on the young lives it touches. In the spirit of El Sistema, the Harmony Program emphasizes the influence of music-making on social development, encourages learning through ensemble playing, fosters a supportive community for program participants and families, and requires of all involved a high degree of commitment to daily music study.

### **Jobs, Duties, Responsibilities**

The Harmony Program is seeking a full-time Program Director to bring experience, creative vision, and effective strategies to our continuum of programming, including our school-based partnerships, summer music camp, and ensemble opportunities, as well as our relationships with a variety of cultural partners, including the Orpheus Chamber Orchestra and the Juilliard School, among others. The Program Director will report to the Executive Director and be an integral member of a nine-person administrative staff.

The priorities of the Program Director include, but are not limited to, the following:

- Work with the organization's leadership to build a strategic three-year programmatic vision for the organization, prioritizing the student experience, increasing enrollment, and ensuring quality instruction in our classrooms and rehearsals;
- Implement effective marketing and recruitment strategies to move students along our music pathway, from beginner lessons to advanced performance, collaborating with our Program Managers and corps of teaching artists to identify opportunities for student advancement and track their progress and participation;
- Expand participation in our ensemble network, recruiting students from our school-based programs, our summer camp, and other schools across the city and drive forward an ambitious vision of public performance opportunities;



- Oversee our annual summer camp at the Juilliard School, working with program staff and teaching artists to address related logistics, increase the number of summer camp students who join our year-round ensembles, and host a final public performance for families and supporters;
- Oversee the year-round scheduling of private lessons, rehearsals, concerts, and special events;
- Build and nurture relationships with cultural partners, designing coaching, master classes, side-by-side performances, and other collaborative opportunities;
- Ensure our program staff and teaching artists attend to all details of performances, including securing venues, food, transportation, and chaperones, as necessary;
- Lead our program staff in the ongoing assessment of teaching artists and students and identify and implement actionable plans to improve their performance and outcomes;
- Supervise all program recruitment, application, and enrollment processes and report program-related data to the Executive Director and Board of Directors;
- Collaborate with Executive Director and Development Director to identify and create cultivation opportunities to introduce supporters to our programming;
- Work with Executive Director to develop annual program budgets, manage program expenses, and provide quarterly updates to the Board of Directors and its Finance Committee.

## Qualifications

Interested candidates should have the following qualifications:

- Creative vision and demonstrated leadership in arts administration and/or music education;
- Minimum of 15 years of education experience or relevant work experience leading an orchestra, summer music camp, performing arts center, or the like;
- Exceptional and demonstrated operational skills and the capacity to conceptualize, execute, and manage projects serving anywhere from 30 to 300 students;
- Facility with financial planning, expense reporting, budgeting, and program assessment;
- Strong communication skills, both written and oral, and ability to process and present information in a concise and compelling manner;
- A graduate degree in arts administration or music education/performance;
- Excellent time management and organizational skills;
- Collaborative spirit, creativity, professionalism, and enthusiasm for organizational mission;
- Database management skills and facility with Microsoft and Google suites.

This is a full-time salaried position based in New York City. The annual salary is \$125,000.

*Interested candidates should email a cover letter and resume to [HR@harmonyprogram.org](mailto:HR@harmonyprogram.org). Please include "Program Director" in the subject line. Competitive salary and benefits package.*