



POSITION TITLE:

Sr. MANAGER OF COMMUNITY OUTREACH AND TRAINING

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 teaching artists 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." 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 Sr. Manager of Community Outreach and Training is responsible for building and maintaining our network of public school partners and community of teaching artists. Reporting directly to the Founder and Executive Director of the Harmony Program, the Sr. Manager of Community Outreach and Training will initiate, develop, and oversee our in-school and after-school programming at partnering public schools; recruit, train and support our corps of teaching artists through year-round professional development; and ensure the consistent quality of our relationships with our schools and teaching artists.

Reporting to the Executive Director, the Sr. Manager of Community Outreach and Training will be an integral member of a nine-person administrative staff. The goal of the position is to help expand our network of partnering schools, recruit and train our growing community of teaching artists, and ensure consistently strong instruction in our classrooms.

The priorities of this role include, but are not limited to, the following:

School Partnership-Building

- Work with Executive Director and program staff to strategically plan outreach efforts for new partnerships;



- Conduct outreach to prospective public school partners to promote our programming;
- Develop outreach materials and schedule online and in-person opportunities to pitch to new partners across the city;
- Work with school leaders and Harmony Program staff to design programs to meet the needs of new school partners;
- Manage school relationships to ensure program quality, satisfaction, and program continuity through site visits, observations, and formal feedback.

Outreach and Recruitment

- Oversee the continual recruitment and hiring of teaching artists, substitute teaching artists, and faculty mentors to staff new and existing community-based programs;
- Manage Teaching Artist Fellowship, promoting the opportunity, selecting and supporting fellows, and developing relationships with local music performance and music education programs at city colleges and conservatories to secure Fellowship applicants;
- Explore creative methods of reaching and preparing future teaching artists and marketing employment opportunities.

Professional Development

- In consultation with the Executive Director and program staff, identify areas of need for the Harmony Program's community of teaching artists;
- Design and deliver year-round professional development workshops, engaging experts in the fields of music education, psychology, neuroscience, and others;
- Differentiate training for instructors based on their teaching assignments, classroom settings, and student cohorts, etc.;
- Oversee a team of faculty mentors, who assist with classroom observations and teaching artist evaluations;
- Craft policies that encourage strong participation and retention and build community among the teaching staff;
- Identify methods of expanding and promoting our training content through partnerships and an annual symposium;
- Track the impact of the teaching artist training program and manage its related budget.

General

- Assist the organization with artistic programming around special events, including bi-annual recitals, galas, and others.

Qualifications

Interested candidates should have the following qualifications:

- Minimum of five years of leadership and relevant work experience, including classroom teaching and staff training;
- Knowledge of, and demonstrated experience with, current best practices in music



education;

- A graduate degree in public or arts administration or music education/performance preferred;
- Experience managing staff and an ability to work collaboratively with others from all levels within an organization;
- Demonstrated experience in project planning and budgeting;
- Access to a professional network of leaders in the fields of music education, education, arts administration, psychology, and other fields;
- A creative and entrepreneurial spirit with strong problem solving skills;
- Superior communication skills, both written and oral;
- Excellent organizational skills and a keen eye for details;
- Strong time-management skills and experience in handling multiple deadlines;
- Solid computer skills, primarily Google Suite and Microsoft Office.

This is a full-time salaried position based in New York City. The annual salary is \$85,000 per year, depending on years of experience and expertise. Harmony Program offers a competitive benefits package.

Interested candidates should email a cover letter and resume to HR@harmonyprogram.org. Please include "Sr. Manager of Community Outreach and Training" in the subject line.