

## **Music Program Director – Puerto Rican Arts Alliance (PRAA)**

This position reports to the Executive Director and supervises two Music Managers, one Instructor, Independent Contractors, Interns, and Volunteers.

**Position Summary:** The Music Program Director develops and manages educational partnerships and programs for students taking place inside the Puerto Rican Arts Alliance (PRAA) facilities and in the Chicago Public Schools. The position oversees five primary program areas including Fee-for-Service Cuatro, Guitar, and Violin lessons at the Latin Music Project Center, the Latin Music Project Ensemble, Little Genius Program, Summer Youth Program, and Chicago Public School Partnerships. The Music Program Director conceptualizes, designs, and implements new program strategies that ensure vibrancy and relevance to the participants being served. As a key member of the management team, the director works with staff members in the areas of program planning, evaluation, and reporting. The Music Program Director will also represent PRAA to promote constructive working partnerships in the community with public schools, organizations, businesses, and universities.

### **Responsibilities:**

- Plan and implement all aspects of the LMP's education and outreach programs including youth concerts, visiting artists workshops, community concerts, school concerts, and volunteer programs
- Establish and maintain relationships with public school music program and community partners
- Establish yearly LMP and ensemble calendar
- Issue, analyze, and review student & parent surveys
- Coordinate master classes with visiting musicians
- Coordinate advance individualized music instruction
- Update job descriptions when needed
- Troubleshoot and resolve parent issues, questions, and concerns
- Create LMP board report
- Develop a management system for store inventory and equipment
- With the Executive Director, develop and maintain program budgets
- Contributes to grant proposals and reports, including program narrative content, evaluation results, and budget reports
- Generate content for marketing and program support materials including concerts, master class workshops, class registration, and other materials as needed
- Create, curate and develop curriculum offerings that incorporate relevant national, state, and local arts learning standards, institution-specific requirements, and best practices for serving diverse school-based student populations

- With Executive Director and Development department, develop earned income streams
- Design, implement, and oversee comprehensive program evaluation
- Hire, train, manage and evaluate staff for programs
- Hire, manage and evaluate contracted instructors
- Coordinate schedules for program activities with partner schools, independent contractors, mentorship and parent committees
- Perform other duties as assigned by the Executive Director

**Qualifications:**

- Experience in music administration
- Excellent interpersonal skills, team player, and leader
- Budgeting and reporting skills
- Excellent time-management and organizational skills
- Strong verbal and written skills
- Proficient in Microsoft Office 365 Suite, Outlook, and One Drive
- Understanding of the mission of the Puerto Rican Arts Alliance and the Latin Music Project's potential for becoming a Conservatory based program for music learning and training
- Familiarity with Chicago Public Schools
- Bilingual in Spanish is a plus, but not necessary
- It is necessary to have independent transportation to visit off-site locations.

**Compensation:** Salary and benefits will be competitive and commensurate with experience

**Reporting to:** Executive Director

**Deadline:** Resume and thoughtful cover letter should be submitted by March 15, 2019 – position will remain open until filled.

**Job Type:** Full-time

**Education:** Bachelors in Music and/or Music Education, Master's (Preferred)

**Benefits offered:**

- Health insurance
- Paid time off

***The Puerto Rican Arts Alliance is an Equal Opportunity Employer***