



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 for grant purposes
- communicate with program faculty, including facilitation of payment requests

Skills Required:

- Strong communication and organizational skills a must
- Ability to initiate and undertake new projects on one's own
- Experience working within and planning budgets
- Musical skills a plus, but not required. Knowledge of live sound equipment a plus, but not required

SOUND EDUCATION OUTREACH PROGRAM

Major responsibilities:

- Maintaining consistent and positive community presence of outreach program
- 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 of all current outreach ensemble leaders, developing new ensembles as needed, and recruiting ensemble members as needed.
- Scheduling of preparatory ensemble performances (recitals or other in-house 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 performances as deemed necessary by the ED.
- 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.

SUMMER CAMPS

Duties and responsibilities include:

- Planning, scheduling and implementation of camp auditions
- Coordination with teachers to place students in appropriate camp ensembles
- Recruitment of campers for needed ensemble positions
- Oversight of all camp activities and schedules
- Act as communication point person between parents, teachers and campers
- Faculty supervision and support, including repertoire selection, and scheduling of appropriate supplemental teachers
- Coordinate and plan field trips w/ teacher assistance
- 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
- Be present on first Monday of each camp (8:30am) 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

TIME AND PAY

- Program Director is a part-time position, with fluctuating time commitments between 10-15 hours per week.
- Minimum annual salary: \$10,000