



## ***Simply Strings Manager*** *April 2019*

### **Job Description**

**Classification:** PT

**Reports to:** Director of Education

**Hours:** PT, M-F 16-24 hours/week for 40 weeks. Some weekends and evenings required. No hours during June and July.

**Hourly Pay:** \$21

**Program Site Location:** Simply Strings: Sheppard Elementary School, 1777 West Ave, Santa Rosa, CA 95407

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**Simply Strings Program overview:** Inspired by El Sistema, Venezuela's acclaimed social action music network, Simply Strings develops musical excellence and promotes social engagement. Through this program, based at Sheppard Accelerated Elementary School in Roseland, children beginning in second grade receive daily intensive ensemble instruction two hours a day, five days a week after school.

“Santa Rosa Symphony Institute for Music Education’s *Simply Strings* is one of the best El Sistema-inspired programs I have seen on the West Coast. The structure and organization of the program and the level of musicianship it produces is very impressive.” – Eric Booth

### **Position Summary:**

The Simply Strings Manager will work to plan, continue and oversee the effective execution of the Santa Rosa Symphony, *Simply Strings* program. The Simply Strings Manager will support and direct the staff, students and parents of *Simply Strings* and report to the Director of Education on program goals, outcomes and other details as needed.

### **Essential Functions:**

#### **Simply Strings**

##### **Program**

- Program Launch (for 3 weeks prior to program start)
- Program Wrap-up (for 3 weeks after program ends)
- Collect and distribute all necessary paperwork
- Support the Parent Association as needed
- Maintain instrument library organization, check out, return, repair orders, and communications with families about repairs.
- Coordinate daily operations of program
  - Check-in and attendance of all students and faculty
  - Supervise children as needed
  - Assign tasks to Teacher’s Aides as needed

- Coordinate parent volunteers and track their hours
- Facilitate set up of classrooms, nametags, seating charts, stands, chairs, etc.
- Instrument maintenance and check out
- Distribute, collect and file copies of Disciplinary Action Reports and Positive Behavior Reports, work with Program manager to arrange parent meetings as needed.
- Create awards for end of year ceremony
- Create run-sheets and supporting documents for recitals and run-out concerts
- With other staff and teaching artists, manage operations for all recitals and productions.
- Facilitate staff meetings
- Track teaching artist goals and successes and report to Director of Education
- Send emails or texts to families about daily operations and concert/recital details
- Monitor distribution and maintenance of sheet music (including Coaching binders and Orchestra binders, and classroom copies/spares of all parts.)
- Maintain student portfolios monitoring each child's progress in the following areas: character development, artistic development, social development, and academic development. Prepare reports as needed.
- Develop and coordinate mentors and SRSYE "buddies" schedule and activities with Simply Strings students.
- Consult with Community Liaison and families needing counseling or other services (eg: mental health, immigration, medical care, etc), as needed.

### **Personnel and Operations**

- Set agendas and manage faculty and staff meetings.
- Manage schedules for faculty, mentors and guest teaching artists, arranging substitutes as needed.
- Manage student behavioral support plans as needed.
- Submit employee timesheets and remind faculty to submit invoices on time.
- Submit invoices for payment.
- Manage budget for program.

### **Communications**

- Maintain weekly news feed.
- Maintain partnerships and collaborations.

### **Additional Functions:**

- Maintain a vibrant, positive and supportive environment for students, families and other staff.
- Develop and monitor program goals.
- Coordinate with Boys and Girls Club staff on all collaborative elements, including scheduling, venue usage, tutoring. Arrange and facilitate meetings with staff and collaborative partners as needed
- Maintain google calendar and google drive.
- Maintain student/family profiles in database.

### **With Director of Education:**

- Manage transportation and scheduling for off-site events.
- Manage supply orders from teachers.
- Manage venue communications/relations.

**Qualifications:**

- Bilingual (Spanish/English) required
- Bachelor degree in Music or Education preferred
- Ability to work positively with parents, community organizations and program personnel in a team environment
- Ability to multitask under pressure
- Highly organized
- Excellent written and spoken communication skills in English and Spanish
- At least one year experience in non-profit arts administration or related field
- Strong commitment to the values of *El Sistema*, and the pursuit of social change through music education
- Strong interpersonal and communication skills and the ability to work effectively with a diverse community of teachers, staff, community members, media agencies, school site administration, parents and students.
- Proficiency with Microsoft office and database experience preferred
- Flexibility and experience with collaborative planning/thinking.
- Familiarity with orchestral repertoire a plus.
- Experience with event planning or concert production.