



## ***Education Program Manager Job Announcement***

***This job primarily manages two unique programs: Simply Strings, and El-Sistema-inspired afterschool social action/music program, and Summer Music Academy, a three-week intensive music camp, and secondarily supports the other work of the Education department.***

### **Job Description: Education Program Manager**

**Classification:** non-exempt, full-time

**Reports to:** Director of Education

**Job Location:** Santa Rosa, California

**Hours:** M-F, 40 hours/week Some weekends and evenings required.

**Position open in January 2022**

**Compensation:** Salary commensurate with experience + substantial benefits – medical, dental, long-term disability, parking, 50% contribution up to 5% of 10% contribution to our 401k plan and generous paid time off policy

### **Contact:**

To apply, send resumé and cover letter to:

Alan Silow, Santa Rosa Symphony

[asilow@srsymphony.org](mailto:asilow@srsymphony.org)

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### **Program overviews:**

**Simply Strings:** 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. The program begins in September and runs through the beginning of May. The Simply Strings Manager supports and directs the staff, students and parents of *Simply Strings* and reports to the Director of Education on program goals, outcomes and other details as needed.

**Program Site Location:** Sheppard Elementary School, 1777 West Ave, Santa Rosa, CA 95407 and SRS office at 50 Santa Rosa Avenue, suite #410, Santa Rosa, CA 95404.

**Summer Music Academy:** Summer Music Academy offers an exciting three weeks of music immersion. Students can learn to play an instrument for the first time, or enrich their music studies; they develop musicianship in choir and rhythm workshops and enjoy workshops and ensembles led by professional musicians, including members of Santa Rosa Symphony. Summer Music Academy runs July 11-July 30.

**Location:** Varies between Sonoma Academy at 2500 Farmer's Lane, Santa Rosa (program site school) and office at 50 Santa Rosa Avenue in downtown Santa Rosa.

**Position Summary:**

The Summer Music Academy Manager plans and oversees the effective execution of the Santa Rosa Symphony Summer Music Academy. The Summer Music Academy Manager supports and directs the staff, students and parents of Summer Music Academy and reports to the Director of Education on program goals, outcomes and other details as needed.

**Essential Functions of Program Manager:**

- Recruit to meet enrollment goals
- Create master schedules
- End of season evaluation of each program
- Support the Parent Association as needed (Simply Strings)
- Coordinate with school administration and for Simply Strings – Boys & Girls Club for snacks
- Communicate with families prior to start of program.
- Manage a staff of teaching artists, teacher's aides and interns: prepare job descriptions, contracts; hire and schedule teaching faculty and interns; coordinate pay schedules for all hired teachers; submit employee timesheets; lead periodic faculty meetings (all in collaboration with Director)
- Design an outreach campaign to advertise the program and increase enrollment.
- Update registration forms
- Create and maintain mailing lists
- Prepare mobile offices
- Assemble operations binders
- Coordinate daily operations of program
  - Check-in and attendance of all students and faculty
  - Supervise children as needed
  - Set up classrooms, nametags, seating charts, stands, chairs, etc.
  - With other staff and teaching artists, manage operations for all recitals and productions
  - Communicate with families and school staff about daily operations and concert/recital details

**Additional Functions:**

- Maintain a vibrant, positive and supportive environment for students, families and other staff.
- Oversee Education pages on Santa Rosa Symphony website (revising as needed throughout the year)
- Maintain student/family profiles in database
- Manage instrument inventory

With Director of Education:

- Manage budget
- Manage transportation and scheduling for off-site events
- Manage supply orders from teachers
- Manage venue communications/relations
- Design and execute a marketing plan for SMA, including advertisements, webpage updates and e-blasts.

**Qualifications:**

- Minimum Bachelor degree required, in music or education preferred
- At least 1-year experience in arts or education administration or related field.
- Interest and ability to be a motivational role model for students, parents and peers as an artist, teacher and citizen.
- 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 online database experience.
- Proficiency with Google-Suite applications preferred.
- Experience with website management preferred (or proficiency learning new technologies)
- Experience with concert production.
- Ability to collaborate with program personnel and support a positive team environment.
- Highly organized and ability to multitask under pressure.
- Flexibility and experience with collaborative planning/thinking.
- Capability to lift musical and school equipment of up to 25 pounds.
- Bilingual (Spanish/English) preferred.

*Santa Rosa Symphony is committed to creating a diverse work environment and is proud to be an equal opportunity employer.*