

Joy of Music

Worcester's Community Music School

Job Opening: Associate Director

Job Details

Full-time

Start Date: Ideally by 6/1/20 but negotiable

Deadline to submit resume: April 10, 2020 or until position is filled

Status: Exempt

Benefits: Three weeks paid leave time

Salary: \$55,000 to \$60,000 based on experience

About Joy of Music Program, Inc.

(Aka Joy of Music or JOMP – pronounced “jump”)

Joy of Music ~ Worcester's Community Music School (JOMP) was founded by Wendy Webster Ardizzone in 1986 as a program of music & movement classes. Her purpose was to help young children develop a life-long relationship with music by giving them a joyful and solid musical foundation on which to build in a warm and non-competitive learning environment, regardless of their family's income. This philosophy is still at the heart of the school, which has grown from its initial enrollment of 12 pre-schoolers to over 500 children, teens and adults.

JOMP's mission is “to enrich lives and foster community through accessible music education and performance.” Financial aid is key to fulfilling this mission. Last year we awarded \$135,661 in need-based financial aid to 139 students. This year's fundraising goal for financial aid is \$145,000.

The nurturing atmosphere and spirit of camaraderie at Joy of Music draws staff, faculty, students, volunteers and donors from the city of Worcester and over 50 surrounding cities and towns, creating a musical community that reflects the rich diversity of the greater Worcester area. JOMP's student body is approximately 48% minorities.

Our outstanding faculty of 44 musicians are all dedicated to the art of teaching. A testament to their work is the large number of students who study at JOMP through high school and continue to make music an important part of their lives, no matter what they choose to do professionally.

JOMP alumni majoring in music go on to study at some of the nation's finest music schools, including Eastman, Curtis, Hartt, and Oberlin, New England, San Francisco and Boston Conservatories of Music, to name a few. Several have already earned graduate degrees and are sharing their love for music professionally as teachers and performing artists. Many JOMP alumni not majoring in music continue their music as members of college orchestras, jazz ensembles and choruses across the country.

In June 2000, JOMP was seriously affected by the fire at First Unitarian Church in Worcester, where it had been a tenant for 16 years. For the next 18 months the school faced the tremendous challenge of continuing operations while spread out in three churches. In December 2000, thanks to generous community support, Joy of Music purchased and renovated its own building, a former nursing home.

The school opened in its new home in January 2002. The completion of the Joseph & Jordan Shapiro Concert Hall in January 2016 is having a profound impact on our students and faculty, as evidenced by the inspiration and pride they feel being able to share their music in such an exquisite space.

Job Summary

JOMP is expanding its administrative team to help manage our growing private lesson enrollment and an increase in Faculty Concerts and Student Recitals. We are seeking an individual who embraces the school's mission, culture, diverse student body and our plans for the future. Because we are adding a new position to the administrative team, we are seeking a flexible and creative individual who will enthusiastically help us evolve the position. This may include our relying on your strengths to do other tasks not listed here to help build the capacity of the administrative team.

Qualities we are looking for beyond your resume:

- * enjoys working as a team member
- * able to work independently with good organizational skills
- * capacity for hard work
- * sense of humor
- * personable and friendly with excellent communication and listening skills
- * good memory for faces and a desire to attach a name to each face

Getting to know and interact with many families is one of the many joys of this job.

Another joy is being involved in students' musical growth for many years, sometimes from pre-school through high school and beyond. Two alumni are serving on JOMP's Board of Directors and one is on the faculty.

Worcester is a culturally vibrant city where the arts are being recognized as playing an essential role in Worcester's growth. Joy of Music is a founding member of the Worcester Cultural Coalition (over 70 arts organizations).

Faculty quote: *"It's so easy to motivate my students to perform on the recitals here. There is this buzz of everyone getting ready that gives a real community feeling to it. The two weeks of generous rehearsals with an accompanist helps me prepare the kids for a positive experience. I love it!"*

Responsibilities

Management: The Associate Director is primarily responsible for overseeing the daily educational operations, intake of new students and the annual schedule of performances and programs.

- * Work with the Director as needed in the overall management of the school
- * Help the Director expand the classical ensemble and early childhood programs and implement new educational ideas
- * Work with the Director in the hiring, supervision and support of the faculty
- * Manage the student instrument collection. This includes lending, tracking, making arrangements for repairs and accepting new instruments.
- * Arrange and manage volunteers and interns as determined appropriate by the team.
- * Represent the school at various community and professional meetings as assigned by the Director
- * Other duties as needed or assigned

Student Registration and Communications:

- * Work closely with the Director and Registrar/Receptionist to enroll new and returning students in lessons, classes and ensembles.
- * Guide new families in planning their children's musical journeys, including readiness and choice of instruments.
- * Work with the Director in faculty, student and parent communications, including resolving conflicts and miscommunications.

Faculty and Student Concerts: This includes attending or arranging staff coverage with the Director, including managing the to-do-list for each concert and for preconcert rehearsals.

Faculty Concert Series:

- * Plan and schedule the season working closely with Faculty
- * Send concert information and photos to media outlets and enter into event calendars
- * Host and manage volunteers and set-up for Faculty Concerts

Student and Solo Student Recitals

- * As part of the administrative team, assist in scheduling student performance times for JOMPATHON and assignments for June Recitals
- * Take (or arrange for) photos at school concerts and activities
- * Host or arrange hosts for student and solo student recitals
- * Chaperone (or arrange for chaperones) for student community performances

Qualifications and Requirements

- * Bachelor's Degree; Master's preferred or significant level of educational experience
- * At least three years administrative experience in a community music school or similar organization
- * Professional experience and musicianship commensurate with the Joy of Music Faculty

The position requires experience and demonstrated ability in:

- * music education
- * classical music repertoire
- * supervisory skills
- * organizational skills
- * strong interpersonal skills
- * writing skills and fluency in Word

Additional helpful skills that are not required but would lend positive consideration:

- * bi-lingual (Spanish)
- * ability to use InDesign and Photoshop (training provided as needed)
- * piano accompanying ability up to intermediate level and beyond

The position will require occasional week-end work and a willingness to work a flexible schedule that includes two evenings a week.

How to Apply: Please submit resume and cover letter to:
rich@jomp.org