



## **Director**

### **Paterson Music Project (PMP)**

#### **A program of the Wharton Institute for the Performing Arts**

**Reports to:** Artistic Director (primary), Executive Director (secondary)

**Working collaboratively with:** PMP Director of Education

**Manages:** PMP Staff, including Site Coordinators, Teaching Artists, and Interns

**Hours: 40 per week on average**

Hours are during business hours Monday – Friday. However, occasionally weekend and evening hours will be required.

**Compensation:** 55k-65k – salaried plus benefits

#### **Organization Summary:**

The Wharton Arts mission is to provide the highest quality performing arts education to a wide range of students in a supportive and inclusive environment, where striving for personal excellence inspires and connects those we teach to the communities we serve. The Paterson Music Project (PMP) is a program of the Wharton Institute for the Performing Arts

#### **Position Summary:**

The Paterson Music Project Director is responsible for leading the overall Paterson Music Project program, its staff, implementing the program's mission, vision, values, goals, and overseeing the continued development and growth of the program across the city. The Paterson Music Project Director will work collaboratively with the PMP Director of Education to ensure/oversee the success of programming for more than 400 students in Paterson with a staff of over 30 Teaching Artists, Site Coordinators, and Interns. The Paterson Music Project Director represents the program and manages all relationships with the partners schools, partner organizations, and other potential partners/sponsors/donors/supporters in the City of Paterson, El Sistema Network, and beyond.

#### **Essential Duties & Responsibilities:**

##### **Programming**

- Working closely with the Artistic Director, maintain and implement PMP's mission, vision, values and goals.
- Implement the vision and strategic plan for PMP. Continually refine and communicate with staff at PMP and Wharton Arts.
- Recruit and hire administrative staff, teaching artists, and interns as needed.
- Create job descriptions and contracts for all PMP positions.
- In conjunction with the Director of Education, Site Coordinators, create both a master PMP calendar and individual site calendars.
- In conjunction with the Site Coordinators, plan PMP summer camps, and coordinate logistics.
- Oversee recruitment of guest artists, including identifying opportunities for student performances and field trips.

##### **Staff Management**

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- Plan and execute staff professional development.
- Create evaluation metrics and oversee all staff evaluation in conjunction with the Site Directors.
- In collaboration with Director of Education, oversee the Site Coordinators in implementation of individual site programs.
- Set staff policies.
- Oversee data collection and data reports. Work with partners to execute research projects.
- Oversee PMP PR: social media, press releases, and newsletters.

### **Fund Development and Partners**

- Establish, expand and maintain partnerships with key organizations resulting in additional funding/sponsorships, programming, and other networking opportunities.
- Manage the PMP Council – create annual focus, recruit members, set meeting dates and agendas.
- Network within arts, nonprofit, and local/city/community- including attending events and maintaining memberships with groups such as the Chamber of Commerce, Paterson Alliance, ESNJA, El Sistema USA, Paterson Arts Ed Taskforce, etc.
- Manage major partner relationships with host schools and funders-CCSP, PPS, SPCDC, NJCDC, WPU. Draft contracts and MOUs as needed.
- Oversee and manage the Student Management System, PMP data collection with outside consultant, track data calendar, collect student grades, conduct surveys, focus groups, and generate other information as needed.
- Assist the Development Director with grant proposals, grant reporting, and major funding events.
- Represent the program and speak publicly for the program at major events.

### **Operations**

- Oversee PMP office needs, vendors, purchases – PSE&G, cleaning services, internet, other office needs via landlord (trash, snow removal), devices (printers, phones), furniture, database, storage, venue rental, security/custodial needs.

### **Budget/Finances**

- Create Annual PMP Budget
- Create budgets by funder (Impact 100, NEA, WPU, SPCDC, CCLC etc.)
- Track expenses by site and funder
- Approve all purchases and expenses
- Manage and track all PMP partner contracts – CCSP, WPU, SPCDC, CCLC
- Submit proposals to partners for upcoming year.

### **Qualifications, Education and Skill Requirements**

- Bachelor's degree or higher, with degree(s) in music and/or education preferred.
- Successful experience in education and/or arts management, including fundraising
- Creative, energetic, and enthusiastic person committed to the mission and vision
- Excellent interpersonal skills. Strong verbal and written communication skills, ability to draft professional emails, letters, announcements.
- Excellent problem solver and strategic innovative thinker.

## The Wharton Institute for the Performing Arts

- Independent worker, yet eager to work collaboratively with colleagues and staff to create a team-oriented environment.
- Strong organizational and administrative skills, and ability to meet deadlines. Detail oriented person who takes pride in his/her work.
- Ability to work some nights and weekends for special events.
- Excellent computer skills, competency in Microsoft Word, Excel, Google Suite and experience with databases.

### **To Apply:**

Send cover letter and resume via email to [Jobs@WhartonArts.org](mailto:Jobs@WhartonArts.org)

### **Desired Starting Date:**

July 1, 2022

*The Wharton Institute for the Performing Arts commits to creating a diverse environment and is proud to be an equal opportunity employer. All applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*