



Title: Senior Director of the Community Music School (SDCMS)

Summary of Position

The **Senior Director of the Community Music School (SDCMS)** at CMCB will be a visionary leader responsible for supporting CMCB as we continue to implement our groundbreaking learner-centered and culturally inclusive strategic plan. Reporting to the Chief Programming Officer, the SDCMS will energize and manage the execution of all components of CMCB's Community Music School (private and group instruction, Early Childhood programming, and summer programming) in accordance with the Strategic Plan. The SDCMS will also work closely with the Senior Director of Community Engagement Programs (SDCEP) to activate the relationships between our South End site and our community engagement programs. The ideal candidate will have a passion for arts as a tool for community engagement as well as enthusiasm for CMCB's dual mission of excellence and access and a successful track record of implementing new initiatives.

Status: Full-Time Salaried (40 hours/week), Exempt

Start Date: June 2022

Schedule: Hybrid, Monday-Friday, some weekday and weekend evenings

Reports to: Chief Programming Officer (CPO)

Works Closely With: Community Music School Coordinators, Faculty Instructional Leads (FILs), Senior Director of Community Engagement Programs (SDCEP), Chief Financial and Operating Officer (CFOO), Executive Director (ED)

Responsibilities

Operations

- Foster and leverage CMCB's strong reputation as an extraordinary community music school to sustain current programming and to develop future opportunities for expansion and growth in all CMS programs
- Identify and promote innovative programming in accordance with CMCB's strategic plan that challenges the status quo and pushes the organization to consider choices that may be outside its comfort zone
- Work with CPO and CFOO to manage programmatic risk, including ensuring that appropriate compliance systems are in place and steps are taken to reduce organizational risks related to finance, safety, labor relations, and other related functions
- Oversee contracts and their implementation for all CMS programs



- Oversee the maintenance and rental of CMCB onsite equipment and instruments in collaboration with CMS Coordinators
- Work with Human Resources to ensure that hiring and student/client recruitment practices are equitable and minimize implicit bias of marginalized groups

Program Accountability and Oversight

- Work with CPO to interpret registration data in order to define, document, and report programmatic impact for grant applications, creating corrective plans for programs that are off track as needed
- Review collected program feedback to ensure programs and services meet the needs of a diverse community
- Maximize CMCB's community impact by encouraging crossover across the CMS/CEP program ecosphere and Early Childhood student flow into other programs

Stakeholder Cultivation and Community Engagement

- Respond to concerns of parents, students, faculty, external partners, and the public in an effective and timely manner
- Organize and facilitate regular convenings with the Community Council and Student Council in support of student and family recruitment and retention
- Oversee the planning, coordination, and execution of all Community Music School workshops, recitals, and events, such as the annual Performathon, providing onsite support for in-person events as needed
- Oversee all communication to CMS faculty throughout the year, including the monthly faculty newsletter

Financial Acumen and Organizational Management

- Work with CPO in monitoring and reporting financials to ensure the financial health and stability of each program while also matching money to mission
- Assist advancement department in grant application and reporting process

Team Management

- Promote a culture of high performance and continuous improvement that values learning and a commitment to quality and customer service
- Provide timely and appropriate training opportunities to CMS faculty and staff members on the team in alignment with their professional development and departmental goals
- Supervise and lead CMS FILs, making sure they hold departmental meetings and complete required observations / other deliverables
- Empower and build camaraderie among CMS faculty while monitoring performance and development goals to recognize and leverage individual strengths that contribute to organizational success



- Create a nurturing, supportive work environment for student workers based on mentorship and skill-building in addition to managing their schedules and assigning and overseeing their duties

Other

- Additional responsibilities as assigned by the CPO and/or ED

Key competencies include the following:

- Leadership – The ability to organize and motivate other people to accomplish goals, create a sense of order and direction, and gain active participation among a variety of stakeholders.
- Diplomacy and Employee Development – The capacity to interact with others in a positive manner, treat them fairly, and listen carefully to what they say while facilitating their professional growth.
- Personal Accountability – The competence to prioritize and complete necessary tasks in order to meet or exceed the mutually agreed upon expectations of the role and to assume accountability for leadership actions.
- Stakeholder Satisfaction – The dexterity to embrace diverse stakeholder perspectives, including those of staff, faculty, students, families, board, and the Greater Boston population, and set a course that balances organizational goals with those individual needs.
- Bridge builder – A confident and effective communicator/negotiator who has the ability to engage, leverage, and fully activate current and potentially future partnerships.

Qualifications

Essential

- Bachelor's degree and/or extensive experience in the fields of school administration, community arts education, program design, and leadership
- 3-5 years of managerial experience required
- Must be able to comply with company-wide COVID-19 vaccination verification or regular twice-weekly testing requirement
- Demonstrated ability to plan and execute new initiatives
- Knowledge and demonstrated implementation of best practices within the community engagement field
- Expertise in planning, organizational development, and team building in a collegial environment of mutual respect
- Highly organized, detail oriented, and prioritizes tasks to maximize workflow
- Skilled in culturally competent communication; strong verbal and written communication skills
- Prioritizes providing all stakeholders an equitable arts experience
- Working knowledge of Microsoft Office Suite, Google Apps, Constant Contact, and



Zoom

Preferred

- Fluency in Chinese (Mandarin/Cantonese), French Creole and/or Spanish is *highly* desirable
- Experience working with and leading students ages 18-25 or with other workforce development programs

Physical Demands

While performing the duties of this job, the employee is frequently required to stand; walk; sit. The employee must occasionally lift and/or move up to 25 pounds.

Compensation and Benefits

\$60,000 - 68,000, commensurate with experience

Benefits include medical insurance (group health and flexible spending account), paid time off (vacation, sick, personal), non-contributory 403(b) retirement plan, employee assistance program, discounts on music instruction at CMCB, and paid professional development opportunities.

Application Instructions

Please send the following by email to jobs@cmcb.org. Address your materials to Morgan Beckford, Chief Programming Officer:

- A cover letter which addresses your capabilities, experiences, and interests
- A current resume or CV
- Names and contact information for at least three (3) references from within the past 5 years, indicating your relationship with each

Incomplete applications may not be considered. **Applications will be reviewed beginning May 9th as they are received, and this position will remain open for applications until filled.** *Please, no phone calls or walk-ins.*

The above information on this position description has been designed to indicate the general nature and level of work performed by individuals within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.



External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.

ABOUT COMMUNITY MUSIC CENTER OF BOSTON

Community Music Center of Boston is an arts education nonprofit founded in 1910, with a mission to transform lives by providing equitable access to excellent music education and arts experiences. Over 4,000 students participate in our programs every week. We are proud to act as the largest external provider of arts education to the Boston Public Schools, supporting rigorous, relevant, and culturally-responsive musical instruction for one of the most diverse school districts in the nation. CMCB's Community Music School Division offers lessons, group classes, ensembles, and early childhood programming at our headquarters in Boston's South End. Our Community Engagement Programs operate in partnership with a dozen public schools, a dozen social service agencies, and a variety of community centers, housing developments, and charter schools, supporting programs throughout virtually every neighborhood in Boston, in-school, after-school, and in the summer.

Community Music Center of Boston is committed to recruiting and fostering a diverse community of staff and students and is proud to be an **Equal Opportunity Employer**. BIPOC individuals, LGBTQIA+ individuals, and members of other historically disenfranchised and marginalized populations are strongly encouraged to apply.