



**Title: Community Engagement Manager**

**Summary of Position**

**The Community Engagement Manager (CEM)** will ensure that CMCB partners receive high-quality arts programming that reflects the core values of CMCB. Reporting to the Senior Director of Community Engagement Programs, the CEM will work with Community Engagement faculty to manage day-to-day programming at community partner sites. Maintaining multi-generational relationships with community partners, faculty, board, staff, parents, students, and donors, the CEM will exude warmth and energy while supporting a historic community engagement program focused on access for diverse populations. The CEM will oversee best practices in hiring, training, mentoring, and evaluating the work of a diverse group of faculty along with supervising a select group of faculty leads. The CEM will also work closely with the Senior Director of the Community Music School to activate the relationships between community programs and other Community Music School programming.

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

**Start Date:** September 2022

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

**Reports to:** Senior Director of Community Engagement Programs (SDCEP)

**Oversees:** Community Engagement Faculty Instructional Leads (FIL's)

**Works Closely With:** Community Engagement Programs Coordinator (CEPC), Community Engagement Business Operations Coordinator (CEBOC), Chief Programming Officer (CPO), Faculty, and Community Music School Operations Coordinator

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**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 Community Engagement programs
- Work with SDCEP to identify and promote innovative programming that challenges the status quo and pushes the organization to consider choices that may be outside its traditional comfort zone
- Collaborate with SDCEP and Human Resources to support the hiring process for Community Engagement faculty, identifying hiring needs and ensuring that recruitment practices and compensation levels are equitable and minimize implicit bias of marginalized groups



- Orient and support new faculty following their onboarding with human resources
- Manage placement of faculty at community partner sites

### ***Program Accountability and Oversight***

- Act as the primary point of contact for partnership coordinator at all sites
- Develop onboarding and orientation materials for new and current partners reflective of CMCB's values
- Work with CEP staff and CPO to compile department data in order to define and document programmatic impact for grant applications and annual report materials
- Set and monitor program goals and outcomes with partners, creating corrective plans for programs that are off track if needed
- Maximize CMCB's community impact with the Program's staff and FIL's by encouraging crossover across the Community Music School and Community Engagement program ecospheres
- Support program feedback and evaluation process, including the voices of CEP students, parents, guardians, caregivers, and faculty in order to better meet the needs of a diverse community

### ***Stakeholder Cultivation and Community Engagement***

- Respond to concerns of external partners, students, faculty, and the public in an effective and timely manner
- Oversee the planning, coordination, and execution of all CEP workshops, recitals, and events, including providing onsite support for in-person events as needed
- Oversee events at partner sites, including culminating events, concerts and field trips
- Support the recruitment and retention of partners and students
- Respond to CEP faculty in an effective and timely manner, redirecting to CEM and SDCEP as needed

### ***Financial Acumen and Organizational Management***

- Support the creation and management of the CEP departmental budget
- Collaborate with CEBOC on budget proposals and partnership agreements

### ***Team Management***

- Promote a culture of high performance and continuous improvement that values learning and a commitment to quality and customer service
- Work with the SDCEP to empower and build camaraderie among CMCB faculty
- Provide resources and training opportunities for faculty and FILs



- Monitor FIL performance and development goals, provide ongoing regular and ad-hoc feedback and support to them, plan and facilitate monthly team meetings, and conduct their annual reviews
- Support and execute the strategic vision of the FIL team, collaborating with the SDCMS and CPO to ensure alignment within the full Programs department

### ***Other***

- Additional responsibilities as assigned by SDCEP or CPO

### **Qualifications**

#### ***Essential***

- **Must have prior experience in music education, preferably public school settings**
- College degree in the field of community engagement, program design and leadership, or public school teaching and/or 2-3 years of equivalent professional experience in the field of community engagement
- 1-2 years of supervisory and leadership experience
- Ability to plan and execute department initiatives
- Expertise in planning, organizational development, and team building in a collegial environment of mutual respect is needed
- Must be able to comply with company-wide COVID-19 vaccination verification or regular twice-weekly testing requirement
- Excellent interpersonal skills and ability to foster professional relationships
- Highly organized, detail oriented, and prioritizes tasks to maximize workflow
- Skilled in culturally competent communication; strong verbal and written communication skills
- Ability to take initiative to improve and optimize processes
- Ability to give and receive constructive feedback
- Prioritizes providing all stakeholders an equitable arts experience
- A successful candidate should have a passion for arts as a tool for community engagement as well as enthusiasm for CMCB's dual mission of excellence and access
- Working knowledge of Microsoft Office Suite, Google Apps, Zoom

#### ***Preferred***

- Fluency in Spanish, French Creole, and/or Chinese (Mandarin/Cantonese) is ***highly*** desirable

#### ***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**

\$45,000 - \$50,000, commensurate with experience

Benefits include medical insurance (group health and flexible spending account), paid time off (vacation, sick, personal), 403(b) retirement plan with employer contribution, 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](mailto:jobs@cmcb.org). Address your materials to Chris Perry, Senior Director of Community Engagement Programs:

- 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 August 30th 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.*